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City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Wednesday, June 13, 2001 **10:00 AM** **City Hall, Room 263**

Regular Meeting

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 10:05 a.m.

011038 **[Interim Government Funding, Fiscal Year 2001-2002]**

Mayor

Interim Annual Appropriation Ordinance appropriating all estimated receipts and all estimated expenditures for the City and County of San Francisco for fiscal year ending June 30, 2002. (Mayor)

(Fiscal impact.)

6/1/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Edward Harrington, Controller.

RECOMMENDED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011039 **[Interim Public Employment, Fiscal Year 2001-2002]**

Interim Annual Salary Ordinance enumerating positions in the Annual Budget and Appropriation Ordinance for the Fiscal Year ending June 30, 2002, continuing, creating or establishing these positions; enumerating and including therein all positions created by Charter or State law for which compensations are paid from City and County funds and appropriated in the Annual Appropriation Ordinance; authorizing appointments or continuation of appointments thereto; specifying and fixing the compensations and work schedules thereof; and authorizing appointments to temporary positions and fixing compensations therefor. (Human Resources Department)

(Fiscal impact.)

6/1/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Edward Harrington, Controller.

RECOMMENDED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011059 **[Redevelopment Agency Interim Budget, Fiscal Year 2001-2002]**

Resolution approving an Interim Budget for the Redevelopment Agency of the City and County of San Francisco for fiscal year 2001-2002. (Redevelopment Agency)

(Fiscal impact.)

5/31/01, RECEIVED AND ASSIGNED to Finance Committee. June 4, 2001: Redevelopment Agency submitted a replacement resolution to correct format errors.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Edward Harrington, Controller.

RECOMMENDED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

010860 **[Special Assistants]**

Supervisor Peskin

Hearing to review current efforts towards reclassification of Special Assistant positions in San Francisco government, and to address reclassifications requested since January 1, 2001 as well as planned reclassifications by City Departments.

5/7/01, RECEIVED AND ASSIGNED to Finance Committee.

5/16/01, CONTINUED. Heard in Committee. Speakers: Andrea Gourdine, Human Resources Director; Carol Isen, Associate Dirctor, Professional and Technical Engineers, Local 21; John Bardis.
Continued to 5/30/01.

5/30/01, CONTINUED. Heard in Committee. Speaker: Andrea Gourdine, Human Resources Director.
Continued to 6/13/01.

Heard in Committee. Speakers: Andrea Gourdine, Human Resources Director; John Bardis.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011098 **[Fiscal Year 2001-2002 Budget]**

Supervisors Leno, Peskin, Gonzalez

Hearing to consider City Departments' responses to critical health and housing policy issues raised by the public during the eleven District Town Hall Budget Meetings held in May of 2001.

6/11/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Edward Harrington, Controller; Steve Kawa, Special Assistant to the Mayor; Randy Shaw, Director, Tenderloin Housing Clinic; Marcia Rosen, Director, Mayor's Office of Housing; James Morales, Executive Director, San Francisco Redevelopment Agency; James Carroll; Danny; George Trout, Coalition on Homelessness; Ron Groshardt, Mission SRO Collaborative; Ernestine Weiss; Mark Solomon, San Francisco Community Land Trust Collaborative; Delbert Scott; John Bardis; George R. Williams; Barbara Boys; Catherine Bauman, Planning Department; Trent Rhorer, Director, Department of Human Services; Maggie Donahue, Department of Human Services; Dr. Mitch Katz, Department of Public Health; Monique Zmuda, Chief Financial Officer, Department of Public Health; Richard Ow.

FILED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

ADJOURNMENT

The meeting adjourned at 2:17 p.m.

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City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Wednesday, September 26, 2001 **10:00 AM** **City Hall, Room 263**

Regular Meeting

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 10:12 a.m.

010982 **[Reserved Funds, SF LAFCO]**

Hearing to consider release of reserved funds, SF LAFCO (File No. 001995, Ordinance 308-00), in the amount of $365,000 to provide funds for the consultant to perform a sphere of influence study in the amount of $90,000; City Attorney legal services in the amount of $153,699.46; $100,000 for contracting for outside legal counsel; and funds for stipends for Commissioners and the use of interns from the University of San Francisco. (Clerk of the Board)

5/22/01, RECEIVED AND ASSIGNED to Finance Committee.

9/17/01, ASSIGNED to Finance Committee.

9/17/01, SUBSTITUTED. The Clerk of the Board submitted an amendment to the previous request, reducing the amount to be released from $604,250 to $365,000.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Gloria Young, Executive Officer, San Francisco LAFCO; Theodore Lakey, Deputy City Attorney; Neil Eisenberg, Chair, San Francisco LAFCO; Jim Sutton, Neilsen Merksamer; Edward Harrington, Controller.
Release of reserved funds in the amount of $239,806 recommeded.

PREPARED IN COMMITTEE AS A MOTION by the following vote:
Ayes: 3 - Leno, Peskin, Gonzalez

Motion releasing $239,806 placed on Board of Supervisors Reserve for the San Francisco Local Agency Formation Commission (SF LAFCo) to pay for the services of the City Attorney and outside legal counsel. (Clerk of the Board)

RECOMMENDED by the following vote:
Ayes: 3 - Leno, Peskin, Gonzalez

011436 **[Official Advertising]**

Resolution authorizing the Purchasing Division of the Office of Contract Administration to negotiate and enter into a sole source contract with the San Francisco Chronicle to be the official newspaper of the City and County of San Francisco for the category of consecutive day official advertising for the fiscal year ending June 30, 2002. (Purchaser)

8/1/01, RECEIVED AND ASSIGNED to Finance Committee.

8/22/01, CONTINUED. Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Judith Blackwell, Director, Office of Contract Administration; Michael Ward, Assistant Director of Purchasing, Purchasing Division, Office of Contract Administration. Continued to September 26, 2001.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Judith Blackwell, Director, Office of Contract Administration; Theodore Lakey, Deputy City Attorney; Edward Harrington, Controller; Gloria Young, Clerk of the Board; Gregoire Hobson, Deputy Clerk, Board of Supervisors.
Continued to 10/17/01.

CONTINUED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011444 **[Outreach Advertising]**

Resolution designating El Mensajero, El Latino and El Reportero to be outreach newspapers of the City and County of San Francisco for the Hispanic/Latino community; designating the China Press, the Chinese Times and AsianWeek to be outreach newspapers of the City and County of San Francisco for the Chinese community; designating the San Francisco Bay View to be outreach newspaper of the City and County of San Francisco for the African American community; designating San Francisco Spectrum, the Bay Area Reporter and San Francisco Bay Times to be outreach newspapers of the City and County of San Francisco for the Gay/Lesbian/Bisexual/Transgender community; designating MO Magazine to be outreach newspaper of the City and County of San Francisco for the Southeast Asian community; designating Russian Life to be outreach newspaper of the City and County of San Francisco for the Russian community; designating Hokubei Mainichi to be outreach newspaper of the City and County of San Francisco for the Japanese community, for the fiscal year ending June 30, 2002. (Purchaser)

8/1/01, RECEIVED AND ASSIGNED to Finance Committee.

8/22/01, CONTINUED. Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Judith Blackwell, Director, Office of Contract Administration; Luis Espinosa, Senior Purchaser, Purchasing Division, Office of Contract Administration; Gloria Young, Clerk of the Board; Ref Sanchez, California Newspaper Service Bureau; Theodore Lakey, Deputy City Attorney; Rolando Pasquali, Attorney, representing El Latino; Jose Del Castillo, publisher of El Mensajero; Clementina Garcia, El Latino; Carmen Ruiz, owner of El Latino; Michael Ward, Assistant Director of Purchasing, Purchasing Division, Office of Contract Administration. Continued to September 26, 2001.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Gloria Young, Clerk of the Board; Judith Blackwell, Director, Office of Contract Administration; Jose Del Castillo, Publisher, El Mensajero; Rolando Pasquali, Attorney, representing El Latino; Marvin Ramirez, Publisher, El Reportero; Carmen Ruiz, owner, El Latino; Luis Espinosa, Senior Purchaser; Rowine Barline; Carmen Ramirez; Clementina Garcia; Max Ramirez; Male Speaker; Luis Ramos; Mr. Guerrero; Theodore Lakey, Deputy City Attorney.
Amended on page 3 by adding the following Further Resolved clauses: "FURTHER RESOLVED, That expenditures for the outreach advertising program for Fiscal Year 2001-2002 shall not exceed $100,000 without further Board approval, and that all advertising placed in these publications shall be done in a timely manner; and, be it
'FURTHER RESOLVED, That the Purchaser is directed to review past billings by outreach newspapers in order to make certain that the City has not paid more than it should have for advertising in these publications, and seek any necessary recovery for overpayments by the City, if any has been made."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Leno, Peskin
Noes: 1 - Gonzalez

011579 **[Department of Environment Lease]**

Supervisor Ammiano

Resolution authorizing the expansion of leased space at 11 Grove Street for the Department of the Environment and accepting donations of materials and services.

(District 6.)

8/27/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; David Assmann, Deputy Director, Department of the Environment.

Amended on page 1, lines 21, 22 and 23, by replacing "The City shall pay for the amount of tenant improvements which exceeds $13,000 up to a limit of $20,000 for the construction of tenant improvements" with "The Landlord shall pay for $13,000 in tenant improvements and the City shall pay up to but not exceeding $31,240 in tenant improvements for total tenant improvements up to but not exceeding $44,240." Further amended on page 2, line 8, by correcting "Landlor" to read "Landlord," and on line 15, after "rent," by adding "or the term of the agreement."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011564 **[Reserved Funds, Department of the Environment]**

Hearing to consider release of reserved funds, Department of the Environment (File 011431, Resolution No. 647-01), in the amount of $46,971 to fund the expansion of leased space at 11 Grove Street, to accommodate employees hired under two grant programs. (Environment)

8/28/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; David Assmann, Deputy Director, Department of the Environment.

Release of reserved funds in the amount of $46,971 approved.

APPROVED AND FILED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011394 **[Airport Information Booth Contract, Fiscal Year 2001-2002]**

Resolution approving the Controller's Certification that Airport Information Booth Services at San Francisco International Airport can practically be performed by private contractor at a lower cost than if work were performed by City employees at currently budgeted levels. (Airport Commission)

8/22/01, RECEIVED AND ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Cathy Widener, Airport.

RECOMMENDED.. by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011525 **[Appropriation Limit for Fiscal Year 2001-02]**

Resolution establishing the appropriations limit for fiscal year 2001-02 pursuant to California Constitution Article XIII B. (Controller)

(Fiscal impact.)

8/15/01, RECEIVED AND ASSIGNED to Finance Committee.

8/21/01, SUBSTITUTED. Substituted by Controller 8/21/01 bearing same title.

8/21/01, ASSIGNED to Finance Committee.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst.

RECOMMENDED.. by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011445 **[Approval of Amendment(s) to Design Agreement for the Moscone Center Expansion Project]**

Resolution authorizing the Director of Administrative Services to execute amendment(s) to design agreement, increasing the amendment sum from $14,026,326.38 to $15,026,326.38. (Administrative Services Department)

(Fiscal impact.)

8/1/01, RECEIVED AND ASSIGNED to Finance Committee.

8/22/01, CONTINUED. Speakers: None. Continued to September 26, 2001.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Jack Moerschbaecher, Director of Convention Facilities; Edward Harrington, Controller; Ben Rosenfield, Mayor's Budget Office; Theodore Lakey, Deputy City Attorney.

Amended on line 5, by replacing "$15,026,326.38" with "$14,696,326.83"; and on lines 14 and 20, by replacing "$1,000,000.00" with "$670,000.00." Further amended by adding the following Further Resolved clause: "FURTHER RESOLVED, That any monies for design of the Howard Street Hotel that would be expended by the City be secured by an adequate instrument to insure that the City is fully compensated for any such expenditures."

AMENDED.

Resolution authorizing the Director of Administrative Services to execute amendment(s) to design agreement, increasing the amendment sum from $14,026,326.38 to $14,696,326.38. (Administrative Services Department)

(Fiscal impact.)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

ADJOURNMENT

The meeting adjourned at 2:21 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS
BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

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[Budget Analyst Report]
Susan Hom
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June 7, 2001

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: June 13, 2001 Finance Committee Meeting

Items 1, 2 and 3 - Files 01-1038, 01-1039 and 01-1059

1. The proposed legislation would approve the Interim Annual Appropriation Ordinance (File 01-1038), the Interim Annual Salary Ordinance (File 01-1039) and a resolution approving an Interim Budget for the Redevelopment Agency for Fiscal Year 2001-2002 (File 01-1059).

2. The annual budget process for the City and County requires that the Board of Supervisors approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance for Fiscal Year 2001-2002 on or before June 30, 2001. The purpose of these interim ordinances is to provide position and expenditure authorization for the various departments of the City and County during the time that the Finance Committee of the Board of Supervisors is reviewing the Mayor's recommended budget for Fiscal Year 2001-2002. The budget is scheduled to be adopted by the Board of Supervisors on July 23, 2001.

3. The Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance are based on the Fiscal Year 2001-2002 proposed budget recommendations of the Mayor. Hence, these ordinances include authorization and funding for all programs and program revisions which are included in the Mayor's proposed FY 2001-2002 budget. Each program and program revision will be reviewed in detail during the budget hearings which have been scheduled by the Finance Committee from June 19 through June 28, 2001.

4. The proposed resolution (Item 3, File 01-1059), approving an interim budget for the Redevelopment Agency, provides authority for the Redevelopment Agency to function under the State Community Redevelopment Law for the period from July 1, 2001 until the Redevelopment Agency's budget for FY 2001-2002 is finally approved by the Board of Supervisors, as required by Section 33606 of the State law. Approval of the proposed resolution would not constitute final approval of new positions, program expenditures, or Tax Increment Bonds for FY 2001-2002.

5. As a general policy, in previous years, the Board of Supervisors has not approved new positions and programs during the interim budget period without detailed review. This general policy has been implemented by instructing the Controller not to certify the availability of funds for new positions, new programs or program expansions during the interim budget period between July 1 and July 31. If an exception is approved by the Board of Supervisors, new positions can be filled effective July 1. Otherwise, new positions will generally not be filled until August 1 of each fiscal year at the earliest.

6. The Administrative Provisions of the Interim Annual Appropriation Ordinance further state that no funds shall be allotted until August 1 for capital improvements and equipment. However, leased equipment is not subject to this provision. In certain cases, specific exceptions to these general policies have been approved by the Board of Supervisors. Exceptions have been based on such factors as new positions and programs that produce revenue or prevent major service deficiencies which would result from delays in filling new positions or starting new programs. Approval of some equipment purchases, for example, could result in cost savings.

7. The Controller has prepared revisions to the Administrative Provisions of the Interim Annual Appropriation Ordinance (AAO). While most such revisions are technical and non-substantive, such as the deletion of obsolete provisions no longer relevant to FY 2001-2002, the proposed Interim AAO includes four new sections. These proposed new provisions are described below:

- **Section 12.10 Hetch Hetchy Power Stabilization Fund**

  This is a new section that reads as follows.

  Hetch Hetchy has entered into a long-term agreement to purchase a fixed amount of power. Any excess power from this contract will be sold back to the power market.

  To limit Hetch Hetchy's risk from adverse market conditions in the future years of the contract, the Controller is authorized to establish a power stabilization account that reserves any excess revenues from power sales in the early years of the contract. These funds may be used to offset potential losses in the later years of the contract. The balance in this fund may be reviewed and adjusted annually.

  The power purchase amount reflected in the department's expenditure budget is the net amount of the cost of power purchased for Hetch Hetchy use. Power purchase appropriations may be increased by the Controller to reflect the passthrough costs of power purchased for resale.

Hetch Hetchy entered into a five year agreement with Calpine Corporation to purchase electric power as previously approved by the Board of Supervisors in May of 2001. It is expected that the contract will produce favorable financial results over the first three years, allowing Hetch Hetchy to purchase power at rates significantly less than spot market purchases. However, under this contract, Hetch Hetchy may pay more in the fourth and fifth year of the contract than projected spot market rates. The proposed AAO Administrative Provision, cited above, would authorize the Controller to create a Power Stabilization Fund for excess revenues that may be earned in the first three years of the agreement from the sale of electric power that Hetch Hetchy does not need, to offset any losses in the last two years of the contract.

Secondly, the proposed Section 12.10 of the Interim AAO is intended to allow the Controller to increase appropriations, without Board of Supervisors approval for the net cost of power purchased from Calpine under the long term agreements for resale on the open market. Such appropriation increases would not be funded from Hetch Hetchy unappropriated reserves, but would instead be funded from net revenue received from the sale of Calpine power on the spot market. However, the Budget Analyst notes that the proposed language does not restrict such authority to power purchased under the Calpine contract. The Budget Analyst has conferred with the Controller on this matter and recommends that the final sentence of this provision, "*Power purchase appropriations may be increased by the Controller to reflect the passthrough costs of power purchased for resale.*" be amended to read "*Power purchase appropriations may be increased by the Controller to reflect the passthrough costs of power purchased for resale under long term fixed contracts approved by the Board of Supervisors*".

- Section 12.11 Use of the Investment Reserve

This is a new section that reads as follows.

It is intended that any funds appropriated from the City Investment Reserve for the purpose of demolition and planning for the construction of a city office building at 525 Golden Gate Avenue will be reimbursed, to the extent possible, by proceeds derived from the issuance of bonds or any other evidence of indebtedness at a later date.

In the FY 1998-99 budget, $15,000,000 was appropriated by the Board of Supervisors for an "Investment Reserve" to set aside funds for unanticipated revenue shortfalls and appropriate investments in expenditures of a one-time nature that are sound business decisions to improve the efficiency and

effectiveness of City operations. None of the $15,000,000 has been expended since that time, and the funds remain on reserve.

The Mayor's recommended FY 2001-2002 budget includes $9,909,541 of the $15,000,000 Investment Reserve for start up costs related to the 525 Golden Gate Avenue project This proposed amendment to the ASO administrative provisions will require that the General Fund will be reimbursed for such expenditures, to the extent possible, from future debt proceeds realized from the sale of bonds or from the sale of Certificates of Participation, subject to Board of Supervisors approval.

- Section 12.12 Closure of Special Funds

This is a new section that reads as follows.

According to Administrative Code Section 10.100-1(d), if there has been no expenditure activity for the past two fiscal years, a special fund should be closed and repealed. Accordingly, the following funds are hereby closed: Recreation and Park Fish and Game Propagation Fund (AC 10.1000-253), Recreation and Park Information Fund (AC 10.100-261), Civil Service Commission Special Revenue Fund (AC 10.100-75).

Under this proposed new Section, the special funds described above would be closed out in the following amounts:

Recreation and Park Fish and Game Propagation Fund	$ 3,571
Recreation and Park Information Fund	22,175
Civil Service Commission Special Revenue Fund	18,274
Total	$44,020

The $44,020 in funds from the special fund sources listed above have been included as a General Fund revenue source in the Mayor's recommended FY 2001-2002 budget.

- SECTION 24. Minimum Compensation/Healthcare Accountability Ordinance

This is a new section that reads as follows.

The Mayor's 2001-02 budget includes funds in General City Responsibilities for the implementation costs of the Minimum Compensation and Healthcare Accountability ordinances. The Controller is hereby authorized to reallocate appropriation authority from General City Responsibilities to specific City

departments for necessary cost increases by non-profit service providers to comply with these ordinances.

In the FY 2000-2001 final budget, $5,070,000 was appropriated and reserved, for necessary costs associated with the Minimum Compensation Ordinance, approved by the Board of Supervisors and the Mayor in August of 2000. Of this reserve amount of $5,070,000, $4,940,333 remains unspent.

The Mayor's recommended FY 2001-2002 budget includes General Fund monies in the amount of $9,200,000 for implementation costs associated with the Minimum Compensation and Healthcare Accountability ordinances. Of this total, $4,940,333 is funded from the FY 2000-2001 Minimum Compensation Reserve balance carry forward and $4,259,667 ($9,200,000 less $4,940,333) is funded from new General Fund monies. Under this new Administrative Provision of the AAO, the Controller would be authorized to allocate funds for necessary costs to City Departments for non-profit service providers' costs that are found necessary by the Controller as a direct result of the Minimum Compensation and Healthcare Accountability ordinances, as previously approved by the Board of Supervisors.

8. The proposed revisions to the Administrative Provisions of the Interim Annual Salary Ordinance (ASO), as submitted by the Human Resources Department, are described below:

- Sections 1.1 and 1.2 have been revised to delete reference to obsolete provisions and update language to reflect existing personnel requisition processing;

- Section 1.1B has been amended to provide that the Human Resources Director is authorized to adjust specific allocations within the Management Classification/Compensation Plan (MCCP) provided the rate of pay is the same or less. If the Board does not approve the proposed salary schedule for MCCP, then positions will be restored to their original budgeted class.

- Section 1.3B, schedule of charges and deductions to City employees for meals and rooms, has been revised to reflect new rates certified by the Controller. The revised rates are shown below:

Item	Current	Proposed	Increase	Percent Increase
Hetch Hetchy O'Shaughnessy guest cottage daily room rates				
Cottage #1	$28.00	$50.00	$22.00	78.6
Cottage #2	28.00	30.00	2.00	7.1
Room, bunk house	16.00	20.00	4.00	25.0

Item	Current	Proposed	Increase	Percent Increase
Meal Costs				
Laguna Honda Hospital				
All Meals	$6.29	$6.42	$0.13	2.1
San Francisco General Hospital				
Breakfast	4.81	5.77	0.96	20.0
Lunch	7.09	5.77	(1.32)	-18.6
Dinner	7.62	5.77	(1.85)	-24.3
Juvenile Court	4.04	4.15	0.11	2.7
Recreation and Park				
Camp Mather				
All Meals	8.00	8.25	0.25	3.13
Sheriff				
SFGH – All meals	5.09	5.77	0.68	13.36
Employee Rooms – San Francisco General Hospital *				
Biweekly	$180.12	$189.13	$9.01	5.0
Nightly	25.73	27.02	1.29	5.0
Monthly	396.72	415.56	18.84	4.75

* City employees, except interns and residents who receive room at no charge under their MOU, who stay overnight at San Francisco General Hospital during extended work schedules.

- Section 2.1 has been revised to indicate that a monthly stipend of $132.00 will be provided for Recreation and Park employees assigned to Camp Mather who are enrolled in City Health Plan #1, if they have two or more dependents and reside in a designated area where HMO's are not available.

- Section 2.2 has been added to provide that, where needed to address problems recruiting employees to fill positions that are exempt under Charter Section 10.104(subsections 5, 6, and 7 relating to heads of Departments, Deputy Heads of Departments and Uniformed Police Chief, Fire Chief), appointing authorities may authorize reimbursement of post-offer, pre-employment expenses, such as moving and other relocation costs, not to exceed $10,000, subject to approval of the Controller and Department of Human Resources.

  Because such relocation costs have never been allowed under prior Annual Salary Ordinances, the Budget Analyst considers this proposed new administrative provision to be a policy matter for the Board of Supervisors.

- Section 2.3 has been added to authorize the appropriation of $300,000 for the adjustment of wage rates of Emergency Communication Dispatch positions, following meet and confer and upon ratification and approval of the Board of Supervisors. Funds will not be expended for this purpose without prior Board of Supervisors approval of such wage increases. The proposed appropriation of $300,000 for this purpose has been included in the Salary and Benefits Reserve (which totals $46,880,219) of the Mayor's recommended FY 2001-2002 budget.

9. In past years, the Mayor's recommended Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance have, in general, been routinely approved by the Board of Supervisors, with the exception of new positions and new programs, capital improvements and equipment, as noted above.

10. In accordance with the Fiscal Year 2001-2002 Budget Calendar, the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance are scheduled to be passed on first reading at the June 18, 2001 meeting of the Board of Supervisors. Final passage of these ordinances is scheduled for June 25, 2001.

11. The Budget Analyst has previously been advised by Mr. Burke Delventhal of the City Attorney's Office that the Board of Supervisors is required to approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance (and therefore the Interim Budget). Mr. Delventhal has further advised the Budget Analyst that if these ordinances are not approved by the Board of Supervisors by June 30, the Controller will no longer have authority to issue payroll warrants to City and County employees or to issue other warrants to pay for any other City and County services.

Mr. Harrington has previously advised the Budget Analyst that he concurs with the opinion of Mr. Delventhal. The Controller would cease to issue any further City and County warrants unless the Board of Supervisors approves an Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (the Interim Budget) by June 30.

12. The Mayor's Office has recommended the following exceptions to the Interim Annual Appropriation Ordinance in order to fill a total of 30.25 positions effective July 1, 2001:

- 18 positions in the Asian Art Museum budget including 14 positions that are being transferred from the Fine Arts Museum budget;

- 8.25 FTE new positions in the Department of Elections; and,

- 4.0 new positions in the Planning Department.

Each of these requests for interim exceptions are discussed separately below.

ASIAN ART MUSEUM

Class	Title	FTE	Annual Salary	2001-2002 Total
AC30	Director, Museum Security Services	1.0	$82,370	$82,370
7120	Building and Grounds Maintenance Superintendent	1.0	84,596	84,596
7334	Stationary Engineer	1.0	58,107	58,107
8226	Museum Guard	12.0	46,430	557,162
8228	Senior Museum Guard	3.0	51,697	155,091
	TOTAL	18.0		$937,326

The M.H. de Young Museum and the Asian Art Museum have been located in the same building in Golden Gate Park since 1966. The M.H. de Young Museum closed on December 31, 2000 for five years for renovation and will completely vacate its portion of the building in Golden Gate Park by July of 2001. The Asian Art Museum will be closing on October 7, 2001 for approximately 10 months in preparation for relocating in July of 2002 from Golden Gate Park to the new Civic Center facility. Currently, 17 8226 Museum Guards and 3 8228 Senior Museum Guards who provide security services for the Asian Art Museum's portion of the shared building are funded in the Fine Art Museum budget. As of July 1, 2001, the Asian Art Museum's proposed FY 2001-02 budget includes the reassignment of 12 8226 Museum Guard positions from the Fine Arts Museum budget to the Asian Art Museum. The Asian Art Museum's FY 2001-02 budget also includes 4 temporary Museum Guard positions to maintain the current level of security staff for the museum until October 7, 2001.

In addition to the 12 8226 Museum Guard positions, the Asian Art Museum is requesting six new permanent positions including the following:

- One AC30 Director of Museum Security Services position to develop, establish, and implement a security program for the Golden Gate Park building, to provide protection and security for the move of the collection to the new building in the Civic Center, and to develop and implement a security program for the new building in the Civic Center. Such responsibilities at the Golden Gate Park facility are currently provided by the 8206 Institutional Police Captain position which is and will remain in the Fine Arts Museum budget.
- Three 8228 Senior Museum Guard positions to assist in supervising the security operations at the Asian Art Museum. Such responsibilities are currently provided by three 8228 Senior Museum Guard positions in the Fine Arts Museum budget. According to Ms. Katie Petrucione of the Mayor's Office of Finance, one of these three Senior Museum Guard positions has been

incorrectly deleted in FY 2001-02 from the Fine Arts Museum budget and is actually being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget. Two of these three Senior Museum Guard positions are and will remain in the Fine Arts Museum budget.

- One 7120 Building and Grounds Maintenance Superintendent position to supervise building and grounds maintenance, repair, and installation activities at the Golden Gate Park location and at the new Civic Center location. Such responsibilities at the Golden Gate Park facility are currently provided by the 7120 Building and Grounds Maintenance position which is and will remain in the Fine Arts Museum budget.
- One 7334 Stationary Engineer position to assist the 7120 Building and Grounds Maintenance Superintendent. This position's responsibilities are currently provided by the 7334 Stationary Engineer position in the Fine Arts Museum budget. According to Ms. Petrucione, this position has been incorrectly deleted in FY 2001-02 from the Fine Arts Museum budget and is actually being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget.

Recommendation for 12 8226 Museum Guard Positions

The Budget Analyst recommends approval of an interim exception for the reassignment of the 12 8226 Museum Guard positions from the Fine Arts Museum to the Asian Art Museum budget effective July 1, 2001. The Asian Art Museum currently has no Museum Guards in its budget.

Recommendation for One AC30 Director of Museum Security Services Position

The Budget Analyst recommends approval of an interim exception for the new AC30 Director of Museum Security Services position on the basis that the Asian Art Museum will need the assistance of a manager to establish and maintain its own museum security program, including 12 new 8226 Museum Guard positions, beginning July 1, 2001. Upon assuming the new position, the Director of Museum Security Services would establish a new set of policies, standards, and rules for the new Asian Art Museum security program. Additionally, the Director would manage the 15-member security force and set up the work schedule for the security staff. According to Ms. Ikuko Satoda of the Asian Art Museum, the Human Resources Department has conducted a nationwide recruitment for this position and has received approximately 100 applications. Four of the applicants have participated in the panel selection process. Ms. Sadota reports that the Asian Art Museum has selected a candidate for this position and is prepared to hire this candidate on July 1, 2001.

Recommendation for Three 8228 Senior Museum Guard Positions

The Budget Analyst recommends approval of an interim exception for the three 8228 Senior Museum Guard positions because one Senior Museum Guard must be at the Asian Art Museum facility in Golden Gate Park during each of the three

daily shifts (the day shift, the swing shift, and the graveyard shift). As previously noted, one of the three new 8228 Senior Museum Guard positions is being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget. Ms. Petrucione reports that this position was incorrectly deleted in the Fine Arts Museum budget and is being requested as a new position in the Asian Art Museum budget instead of being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget. Ms. Satoda reports that the Asian Art Museum will be selecting the two additional Senior Museum Guards from the City's existing Civil Service list of eligible candidates for the 8228 position. The Department has established and the Budget Analyst concurs that these new Senior Museum Guard positions along with the new Director of Museum Security Services will provide the Asian Art Museum with the appropriate level of security staff at Golden Gate Park for its valuable 12,000-object collection.

Recommendation for One 7120 Building and Grounds Maintenance Superintendent Position

The Budget Analyst recommends approval of an interim exception for the new 7120 Building and Grounds Maintenance Superintendent position on the basis that, beginning July 1, 2001, such position would perform maintenance and repair activities that were formerly provided by Fine Arts Museum personnel who will no longer be located at the Golden Gate Park building. The Building and Grounds Maintenance Superintendent position is a management position with responsibilities that include but are not limited to maintaining and repairing the Asian Art Museum's heating, ventilation, humidity control, plumbing, and alarm system. Ms. Satoda reports that the Human Resources Department sent out a notice of transfer for this position to City Departments in May of 2001. According to Ms. Satoda, to date, the Human Resources Department has received four transfer requests to fill this position.

Recommendation for One 7334 Stationary Engineer Position

The Budget Analyst recommends approval of an interim exception for the new 7334 Stationary Engineer position on the basis that, as previously noted, this position is being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget. Ms. Petrucione reports that this position was incorrectly deleted in the Fine Arts Museum budget and requested as a new position in the Asian Art Museum budget instead of being reassigned from the Fine Arts Museum budget to the Asian Art Museum budget.

CITY PLANNING DEPARTMENT

Program	Class	Title	FTE	Annual Salary	2001-2002 Total
Administration	1823	Senior Administrative Analyst	2.0	$69,582.50	$139,165
Current Planning	5291	Planner III	1.0	69,922	69,922
Current Planning	5298	Planner III, Environmental	1.0	69,922	69,922
Total			4.0		$279,099

The City Planning Department is requesting four new permanent positions including three positions that would support long-term planning efforts and begin work to replace existing interim zoning controls with permanent controls in industrial zoning districts, as follows:

- one 1823 Senior Administrative Analyst to coordinate and manage contracts,
- one 5291 Planner III to oversee land use and economic studies, and,
- one 5298 Environmental Planner III to manage environmental reviews studies.

Industrial zoning districts include the South of Market area, the Mission District, the Showplace Square area and the area near Pacific Bell Park. Developing permanent controls will involve large-scale public outreach, environmental review, and economic and urban design studies. In May of 2001, the Board of Supervisors approved a supplemental appropriation of $1.9 million to fund outside consulting contracts to start this long-range planning effort. The Planning Department's Revenue for fee-related work is increasing by $2,068,628 or an increase of 26.9 percent from the original budget of $7,696,372 in Fiscal Year 2000-01 to $9,765,000 in FY 2001-02, which would fund the proposed salary increases and related costs.

The Planning Department is requesting a fourth new permanent position, an 1823 Senior Administrative Analyst, to act as a liaison with the Board of Supervisors. This position would aid senior Planning Department staff in addressing city-wide land-use issues and general matters pending before the Board of Supervisors.

The Budget Analyst recommends approval of the Planning Department's request for interim exceptions for the three new positions to support long-term planning efforts (1823 Senior Administrative Analyst, 5291 Planner III and the 5298 Environmental Planner III).

The Budget Analyst recommends against an interim exception for the one new 1823 Senior Administrative Analyst, requested to serve as a liaison to the Board of Supervisors, to permit the Budget Analyst to make a more thorough review of the necessity for this position during the budget review process.

DEPARTMENT OF ELECTIONS

Program	Class	Title	FTE	Annual Salary	2001-2002 Total
Internal Services	1408	Principal Clerk	1.65	$ 52,494	$86,615
Internal Services	1471	Elections Worker	1.5	44,356	66,534
Operations	1408	Principal Clerk	3.6	52,494	188,978
Operations	1471	Elections Worker	1.5	44,356	66,534
Total			8.25		$408,661

The Department of Elections is requesting 8.25 full-time equivalent (FTE) new permanent positions, as shown above, to implement the Department's reorganization plan. The Department's reorganization plan reduces the current four separate operating divisions (1-Voter Services, 2-Precinct Services, 3-Campaign Services and 4-Publications and Media) into two operating divisions, Internal Services and Operations. To improve accountability in the Department, the reorganization plan also creates a new Management Division, to oversee the functions, accountability and spending in the Department. The proposed reorganization plan also proposes to add the requested 8.25 new permanent positions, in order to avoid the high overruns in Temporary Salaries and Overtime expenses that were incurred during the current fiscal year. The proposed FY 2001-2002 personnel budget totals $2,941,431, which is $550,713 more than the FY 2000-2001 original budget of $2,390,718, but, $655,268 less than the revised FY 2000-2001 budget of $3,596,699.

The Budget Analyst continues to be concerned about the Department of Elections ability to effectively manage and oversee its staff, especially given the recent allegations, past practices, high turnover rates and the number of current vacancies in the Department. Eight, or 50 percent of the 16 currently budgeted permanent positions are vacant. Current vacant positions include the Director of the Department and all four Division Managers, effectively resulting in no permanent upper level management staff in the Department currently.

In response, Mr. Ryan Brooks, the Director of Administrative Services advises that the Department of Administrative Services has assigned one 1373 Special Assistant XIV, one 1372 Special Assistant XIII and one 1370 Special Assistant XI, as well as other management and support staff from the Department of Administrative Services to work in the Department of Elections until permanent management staff are hired for the Department of Elections. In addition, Mr. Brooks reports that his staff has compiled a comprehensive operating plan for the upcoming November of 2001 election, which will enable the Department of Elections and Administrative Services staff to more efficiently and effectively assign and monitor permanent and temporary staff.

The Department of Elections is requesting that the 3.0 FTE Elections Workers (1.5 FTE for Internal Services and 1.5 FTE for Operations) begin by September 1, 2001. These positions would be responsible for recruiting poll workers, securing polling places, training temporary staff and performing community outreach. The Department is also requesting that the 4.5 FTE Principal Clerks begin on August 1, 2001 and that 0.75 FTE Principal Clerks begin by September 1, 2001. These positions would be responsible for preparing the voter registration data, absentee ballots and the Voter Information Pamphlet. The Department indicates that these positions must begin on these dates in order to ensure that the upcoming November 6, 2001 local election runs smoothly.

The requested exception to the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance would authorize these new positions to begin on July 1, 2001, prior to the adoption on July 30, 2001 of the final Annual Appropriation Ordinance and Annual Salary Ordinance by the Board of Supervisors,. However, as noted above, the Department is requesting that 4.5 of these Department of Elections positions be filled on August 1 and the remaining 3.75 positions be filled on September 1, 2001. Therefore the requested exceptions are not needed. The Budget Analyst recommends that the Finance Committee disapprove the proposed exceptions to the interim budget as the Department of Elections would be able to meet their hiring dates without such exceptions if the Board of Supervisors approves the requested new positions in the FY 2001-2002 budget. Mr. Ara Minasian of the Department of Administrative Services agrees that the Department of Elections does not need to hire the proposed new positions until August 1 and September 1, 2001, to meet the Department's proposed hiring plan. Therefore, the requested interim exceptions are not necessary.

Recommendations

1. As noted above, amend Section 12.10 of the Administrative Provisions of the proposed Interim Annual Appropriation Ordinance to delete the last sentence (*"Power purchase appropriations may be increased by the Controller to reflect the passthrough costs of power purchased for resale."*) and substitute the following sentence: *"Power purchase appropriations may be increased by the Controller to reflect the passthrough costs* ***of power purchased for resale under long term fixed contracts approved by the Board of Supervisors****".*

2. Asian Art Museum Interim Exception Request

   The Budget Analyst recommends approval of the Asian Art Museum's request for interim exceptions for the transfer of 14 positions, including 12 8226 Museum Guards, one 8228 Senior Museum Guard and one 7334 Stationary Engineer, from the Fine Arts Museum budget and four new

positions, including one AC30 Director, Museum Security Services, one 7120 Building and Grounds Maintenance Superintendent and two 8228 Senior Museum Guards.

3. City Planning Department Interim Exception Request

The Budget Analyst recommends approval of the Planning Department's request for interim exceptions for the three new positions to support long-term planning efforts including one 1823 Senior Administrative Analyst, one 5291 Planner III and one 5298 Environmental Planner III.

The Budget Analyst recommends against an interim exception for the one new 1823 Senior Administrative Analyst, requested to serve as a liaison to the Board of Supervisors, to permit the Budget Analyst to make a more thorough review of the necessity for this position during the budget review process.

4. Department of Elections Interim Exception Request

The Budget Analyst recommends disapproval of the Department of Elections' request for interim exceptions for 8.25 FTE new positions since, based on the anticipated hiring dates, these exceptions are not needed.

5. Approve Item 1, File 01-1038, the Interim Annual Appropriation Ordinance, as amended by recommendations 1, 2, 3 and 4 above.

6. Approve Item 2, File 01-1039 except, as noted above, the Budget Analyst considers Section 2.2 of the Administrative Provisions of the proposed Interim Annual Salary Ordinance, which would permit the payment of up to $10,000 per employee for moving and other relocation costs for certain new exempt employees, to be a policy matter for the Board of Supervisors.

7. Approve Item 3, File 00-1059, the Interim Budget for the Redevelopment Agency.

Harvey M. Rose

Supervisor Leno
Supervisor Peskin
Supervisor Gonzalez
Clerk of the Board
Controller
Steve Kawa

City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Saturday, June 16, 2001 **9:00 AM** **City Hall, Legislative Chamber, Second Floor**

Budget Hearings, Public Testimony

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 9:18 a.m.

011040 **[Annual Budget, FY 2001-2002]**

Mayor

Hearing to consider the Annual Budget for Fiscal Year 2001-2002. (Mayor)

(Companion Files 011041, 011042, 011043, 011044, 011045.)

6/4/01, RECEIVED AND ASSIGNED to Finance Committee. Scheduled for public testimony on Saturday, June 16, 2001, at 9:00 a.m. (See Files 011043, 011044, and 011045 for departmental hearings and review.)

Heard in Committee. Speakers: Supervisor Dally; John Crowley (Office of Labor Standards Enforcement); Stan Warren (Office of Labor Standards Enforcement); Stan Smith (Office of Labor Standards Enforcement); Gary Bieringer, Huckleberry Youth Program; Linda Asato, Executive Director, Wu Yee Children's Services (child care); Maria Garcia, SOMA Child Care (child care); Judith Baker, South of Market Child Care (child care); Susan Jeong, Coordinator, San Francisco Child Care Association (child care); Marie Jobling, Director, Planning for Elders in the Central City (seniors and disabled); Joe Lacey, Advisory Committee to the Commission on Aging (money for seniors and disabled); Kate Godsey, Clinical Director, Jail Psychiatric Services (jail health services budget item); Yu Ling Ma (child care); Dr. Carlina Hansen, Women's Community Clinic (add-back funds for clinic); Female Speaker (Recreation and Park Department); Female Speaker (recreation program); Marc McClure, Consumers in Action for Personal Assistance (In Home Supportive Services); Debra Howell, lead researcher, In Home Supportive Services Soc. Pilot Project; Douglas Dietrich, Planning for Elders in the Central City (In Home Supportive Services Soc. Pilot Project); Ryan Byars, Children's Council of San Francisco (child care Bridge subsidy); Glynn Washington, Human Services Network (cost of living adjustment measure for non-profits); Christina Wong, Policy Analyst, Chinese for Affirmative Action (funding for Equal Access to Services ordinance); Kara Dukakis, Director, Children's Council of San Francisco (child care Bridge subsidies); Mary Harris, Parent Advocates for Youth (youth budget issues); Sam Hughes, M.D., San Francisco General Hospital, Department of Anesthesia (increased funding for contract between City and University of California, San Francisco); Susan Jacobson, Executive Director, San Francisco General Hospital Foundation (increased funding for contract between City and University of California, San Francisco); Talmadge King, M.D., Chief of Medical Services, San Francisco General Hospital (increased funding for contract between City and University of California, San Francisco); Jennifer Friedenbach, Coalition on Homelessness (People's Budget); Caroline Vance, San Francisco Child Care Providers Association (wants $1.5 million for San Francisco Cares); Belinda Lyons, Program Director, Mental Health Association of San Francisco (funding for mental health services); Maya Norberg, Coalition on Homelessness (People's Budget); Anamaria Loya, Executive Director, La Raza Central Legal (People's Budget); Female Speaker; Martin Rodriguez (Day Laborer Program); Renee Saucedo; Mark Parker (Day Laborer Program); Jose Echeverria, San Francisco Day Laborers Program (funding for day laborers' program); Mai-Mai Ho, Executive Director, Asian Perinatal Advocates (funding for Asian Perinatal Advocates in-home support services program); Isabel Wade (trees and parks); Brad Herbert, President, Health Initiatives for Youth (Office of Adolescent Health); Female Speaker, represents Robert Brackens (Bayview Hunters Point Community Beacon Center); Michael McKechnie, Executive Director, Strybing Arboretum Society (parks); Ed Decker, New Conservatory Theatre Center (youth arts funding); Nora Roman, Coalition to Save Public Health (Health Department budget cuts); Rajeev Venkayya, M.D., Co-Director, Intensive Care and Asthma Center, San Francisco General Hospital (General Hospital funding); Alan Martinez, Vice President, Friends of 1800 Market (City Planning budget); Diane Eames, Friends of the Urban Forest (financing of street trees); Teresa Palmer (physician at Laguna Honda Hospital), Emer. Coalition to Save Public Health (Health Department budget cuts); Margaret Wheeler, San Francisco General Hospital (wants support for General Hospital); Natalie Brutto, Vice President, Family Child Care Association (child care subsidies); Sonia Ng, AOH (affordable housing); Tsui Yip, AOH (low-income housing); Amy Powell, Board Member, Friends of the Urban Forest (funding for Friends of the Urban Forest); Lisa Grey Garcia (People's Budget); Mike Sullivan, Volunteer, Friends of the Urban Forest (restore funding for Friends of Urban Forest and Tree Corporation Program); Alexis Harte, Friends of the Urban Forest (trees); Stuart Kaufman, Friends of the Urban Forest (trees); Brenda Altman, Friends of the Urban Forest (trees); John Bardis (budget process); Chris Buck, Education Coordinator, Friends of the Urban Forest (funding for street tree programs); Janet Goy, Executive Director, CATS (cost of living adjustments for non-profit agencies); Roger Gordon, Executive Director, South of Market Foundation (Redevelopment budget); Barbara Bell, Hearing Society (funds for the disabled); Ruth F. Miller, Health Care Action Team (In-Home Supportive Services Soc.); Maurice James (youth issues); Robert Hector (youth issues); Guadalupe Portillo (home care providers); Cary Yurk, General Manager, CRDC Maintrain (Maintenance Training Corporation), (funding for sidewalk and steam cleaning services in Chinatown); Richard Price, M.D., Chief of Neurology Services, San Francisco General Hospital (General Hospital/Department of Public Health budget); Sofia Velacruz (home care workers); Bill Shechter, M.D., Chief of Surgery, San Francisco General Hospital (General Hospital/Department of Public Health budget); Female Speaker (read Jonathan Frank's testimony), (paramedics); Erica Choy (Family Link for Mental Health); Yvonne Cudney, staff attorney, Eviction Defense Collaborative (RADCO); Kevin Smith (RADCO); Liz Thornton, Rental Assistance Disbursement (RADCO and People's Budget); Starr Davies (funds for RADCO); Bill Taeusch, M.D., Chair of Pediatrics, San Francisco

General Hospital (General Hospital/Department of Public Health budget); Susan Stryker, Gay, Lesbian, Bisexual, Transgender Historical Society (Museum Feasibility Study); Jacqueline Tulsky, M.D., San Francisco General Hospital, AIDS Division (health care funding); Kent Woo (standing in for Caroline Vance), (child care); Jennifer Wong, Chinatown Community Development Center - Adopt an Alley Way Youth Project (budget add-back); Jane Kim, Chinatown Community Development Center - Adopt an Alley Way Youth Project (budget add-back); Leroy Moore, Disability Advocate of Minorities Organization (jobs); Nancy Lim Yee, Association for Chinese Families of the Disabled (funding for programs for children and families); Michael Kwok, Planning for Elders (Department of Human Services - Home Care); Leah Goodwin, San Francisco Beacon Initiative - Community Network for Youth Development (DCYF funds); Stephanie Crispie, Sunset Neighborhood Beacon Center (Beacon Center funding); Rosie Kennedy, President, San Francisco Family Day Care Association (family child care); Hollice Holman, In Home Supportive Serivces Consortium (benefits for home care workers); Mable Seto; Steve Allen, In Home Supportive Services Home Care worker (home care); Juno Duenas (Family Links to Mental Health Services); Susan Larara, Parents Voices (child care for homeless families); Cynthia Christcole, Parents Voices (children's issues); Richard Heasley, Mental Health Contractors (cost of living adjustments for mental health workers); Rosy Han (Asian Perinatal Advocates In-Home Program); Alicia Duke (home care); Rusry Brown (home care); Luis Calderon, San Francisco In-Home Supportive Services Public Authority (funding for home care); Hang Fa Fan, Asian Perinatal Advocates (funding for Asian Perinatal Advocates); Feng Ying Chen (wants support for Asian Perinatal Advocates); Howard Grayson, Local 250 - In-Home Supportive Services Public Authority (benefits for in-home health care workers); Barbara Coleman (in-home workers); Denise D'Anne (conserving trees); Female Speaker (funding for Asian Perinatal Advocates); Female Speaker, works for Asian Perinatal Advocates (Asian Perinatal Advocates in- home support servivces); Female Speaker (funding for Asian Perinatal Advocates in-home support services); Female Speaker (Asian Perinatal Advocates); Evelyn, works at Asian Perinatal Advocates (funding for Asian Perinatal Advocates); Lily Zhou (supports Asian Perinatal Advocates in home program); Diosa Mitra, Asian Perinatal Advocates (supports Asian Perinatal Advocates in home program); Angela Siharath, Family Child Care Association (Provider Support Center - funding); Male Speaker (supports People's Budget); Christine Taylor (transgender peer counseling); Mary Thomas (support for families with special needs); Marc Salomon; E. Castillo (funding for Tuberculosis control); John Avalos, Coleman Advocates for Children and Youth; Maria, Youth Commissioner (Juvenile Probation bufdget); Michelle, Treasurer, Family Care Association (funding for families); John Ricker, Executive Director, Peaceful Streets (gun violence education); Linda Zaretsky, Bayview Hunters Point Foundation; Norma Faris Taylor, Sistah Sistah Program (prevention services; Frederick Hobson, San Francisco Health Authority; Desiree (supports Asian Perinatal Advocates); Dr. Culver (Tuberculosis control); Ms. Trang; Mr. Young (Tuberculosis control); Mr. Lee (funding for Tuberculosis control); Gloria Tan, Executive Director, Gun Moon Women's Residence; Damon Hill, President, Juvenile Probation Commission (Uuvenile Probation budget); Sondra Felix (funding for child care); Cynthia Joe (Planning Department budget); Supervisor Maxwell.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Leno, Gonzalez
Absent: 1 - Peskin

ADJOURNMENT

The meeting adjourned at 2:12 p.m.

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

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CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS
BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 16, 2001

DOCUMENTS DEPT.
JUN 20 2001
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TO: Finance Committee

FROM: Budget Analyst

SUBJECT: Mayor's Recommended FY 2001-2002 Budget

The Budget Analyst has conducted a detailed review of the Mayor's recommended FY 2001-2002 budget and has prepared reports and recommendations to reduce the Mayor's recommended budget. Our reports (a) describe the service impacts resulting from the Mayor's recommended budget when services are affected (b) contain recommendations to reduce various budgeted items and (c) contain recommendations to reserve various budgeted items if insufficient data has been submitted to support the budget requests. The recommendations of the Budget Analyst to reduce the Mayor's budget, to be considered by the Finance Committee over the next two weeks, would not result in any existing service level reductions.

SUMMARY OF CHANGES IN EXPENDITURES AND POSITIONS

The Mayor's recommended FY 2001-2002 budget of $5,238,759,052 is $778,224,056 or approximately 17.4 percent more than the FY 2000-2001 budget of $4,460,534,996 as finally approved in the FY 2000-2001 Annual Appropriation Ordinance. The 17.4 total budget increase is due in large part to the increase in proposed spending for Capital and Facilities Maintenance. As can be seen in the table on the next page, total budgeted Capital and Facilities Maintenance expenditures have increased by $313,651,356, or 99.3 percent, from $315,944,644 to $629,596,000. All other expenditures except Capital and Facilities Maintenance have increased by $464,572,700 or 11.2 percent.

The table below provides comparative expenditure data for the total City budget between the original FY 2000-2001 budget and the Mayor's Recommended 2001-2002 budget.

TOTAL CITY BUDGET COMPARISON

Uses of Funds	FY 2000-2001 Original	FY 2000-2001 Revised	FY 2001-2002 Proposed	Increase (Decrease) from FY 2000-2001 Budget	Percent Increase (Decrease) From Original
Regular Expenditures:					
Gross Expenditures	$ 4,528,394,154	$ 4,614,495,815	$ 5,021,535,781	$ 493,141,627	10.9%
Less Interdepartmental Recoveries	(458,251,755)	(477,450,909)	(508,566,603)	(50,314,848)	11.0%
Net Regular Expenditures	$ 4,070,142,399	$ 4,137,044,906	$ 4,512,969,178	$ 442,826,779	10.9%
Capital/Facilities Maintenance	315,944,644	310,321,485	629,596,000	313,651,356	99.3%
Reserves	37,574,254	36,662,369	61,730,926	24,156,672	64.3%
Available Surplus Funds	36,873,699	31,478,613	34,462,948	(2,410,751)	-6.5%
Total Uses of Funds	$ 4,460,534,996	$ 4,515,507,373	$ 5,238,759,052	$ 778,224,056	17.4%

The Mayor's recommended FY 2001-2002 budget includes 28,190 funded full time equivalent positions or 356 more positions than the 27,834 funded positions shown in the original FY 2000-2001 budget approved by the Mayor and the Board of Supervisors.

A net total of 312 or 87.6 percent of the 356 total new full time equivalent positions are funded from General Fund and General Fund-Supported departments.

General Fund Expenditures and Reserves

The Mayor's recommended FY 2001-2002 total General Fund budget, including General Fund Department expenditures and General Fund contributions to General Fund Supported Departments, of $2,329,377,058 is $153,342,873 more than the FY 2000-2001 General Fund budget of $2,176,034,185, an increase of 7.0 percent. Again, the increased General Fund budget is influenced by increased expenditures for Capital and Facilities Maintenance. Total General Fund Capital and Facilities Maintenance expenditures have increased by $11,229,292, or 36.4 percent, from $30,823,395 to $42,052,687. All General Fund expenditures except Capital and Facilities Maintenance have increased by $142,113,581 or 6.6 percent.

The table below provides comparative data, for General Fund Expenditures, Contributions to General Fund Supported Departments and Reserves, between the original FY 2000-2001 budget and the Mayor's Recommended 2001-2002 budget.

General Fund
Comparison of Expenditures and Other Uses

	FY 2000-2001		FY 2001-2002	Increase (Decrease) from FY 2000-2001 Budget	Percent Increase (Decrease) From Original
Uses of Funds	Original	Revised	Proposed		
Regular Expenditures:					
Gross Expenditures	$ 2,037,541,286	$ 2,053,113,287	$ 2,158,494,359	$ 120,953,073	5.9%
Less Interdepartmental Recoveries	(200,884,144)	(205,704,194)	(246,384,892)	(45,500,748)	22.7%
Net Regular Expenditures	$ 1,836,657,142	$ 1,847,409,093	$ 1,912,109,467	$ 75,452,325	4.1%
General Fund Contribution Transfer	240,965,489	243,065,489	283,483,978	42,518,489	17.6%
Capital/Facilities Maintenance	30,823,395	30,109,268	42,052,687	11,229,292	36.4%
Reserves	37,574,254	36,662,369	61,730,926	24,156,672	64.3%
Available Funds	30,013,905	21,322,284	30,000,000	(13,905)	0.0%
Total Uses of Funds	$ 2,176,034,185	$ 2,178,568,503	$ 2,329,377,058	$ 153,342,873	7.0%

As can be seen from the table above, total General Fund expenditures, including Contribution Transfers to General Fund Supported Departments, has increased by $153,342,873 or 7.0 percent.

Contribution Transfers to General Fund Supported Departments, have increased by $42,518,489 or 17.6 percent. Such Contribution Transfers are used to subsidize, primarily, the Public Transportation Commission (Muni), San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH).

The following table provides an itemization of General Fund supported Departments which receive Contribution Transfers from the General Fund.

CONTRIBUTION TRANSFERS FROM GENERAL FUND
TO GENERAL FUND SUPPORTED DEPARTMENTS AND SPECIAL FUNDS

Department / Fund	FY 2000-2001 Original	FY 2000-2001 Revised	FY 2001-2002 Proposed	Increase (Decrease) from FY 2000-2001 Budget	Percent Increase (Decrease) From Original
Convention Facilities Management					
Moscone Expansion	$ -	$ -	$ 11,676,398	$ 11,676,398	n/a
City Attorney					
Service and Initiatives	-	-	950,000	950,000	n/a
Department of Public Works					
Gas Tax Fund	3,916,944	3,916,944	4,215,132	298,188	7.61%
Parking and Traffic Commission					
Road Fund	4,051,977	4,051,977	4,544,965	492,988	12.17%
Offstreet Parking	580,191	580,191	395,241	(184,950)	-31.88%
Department of Human Services					
Grant	-	2,100,000	-	-	n/a
Public Library					
Library Preservation	26,873,557	26,873,557	29,954,787	3,081,230	11.47%
Administrative Services					
1660 Mission	195,366	195,366	195,366	-	0.00%
Community Health Network					
SFGH	79,557,196	79,557,196	89,780,621	10,223,425	12.85%
Laguna Honda	28,468,587	28,468,587	43,736,059	15,267,472	53.63%
Deparment of Public Transportation					
Muni	97,321,671	97,321,671	98,035,409	713,738	0.73%
Total Contribution Transfers	$ 240,965,489	$ 243,065,489	$ 283,483,978	$ 42,518,489	17.65%

RESERVES

The Mayor's recommended FY 2001-2002 budget contains an undesignated General Fund Reserve of $30,000,000 which is $13,905 less than the General Fund Reserve of $30,013,905 as finally approved in the FY 2000-2001 Annual Appropriation Ordinance.

In addition, the City has an Emergency Reserve Fund balance of $4,198,046 carried forward from FY 2000-2001 to FY 2001-2002.

Designated Reserves

In addition to the undesignated General Fund Reserve of $30,000,000, the Mayor's Recommended FY 2001-2002 budget contains six designated General Fund Reserves as follows:

Audit/Year-End Closing Adjustments	$4,500,000
Board District Services Reserve	375,000
Elections Reserve	1,000,000
Litigation Reserve	7,975,707
Technical Adjustment Reserve	1,000,000
Salary and Benefits	46,880,219
Total Designated Reserves	$61,730,926

The Litigation Reserve is established every year to set aside funds for lawsuits and related expenses anticipated by the City Attorney. The Salary and Benefits Reserve is calculated by the Controller and the Mayor's Office to provide funding for pending salary and benefit increases for Memoranda of Understanding that were not approved by the Board of Supervisors prior to transmittal of the Mayor's FY 2001-2002 Recommended Budget. The Audit/Year-End Closing Adjustments Reserve is established to provide funds for necessary expenditure adjustments that are required during the closeout of the 2000-2001 Fiscal Year and preparation of the Consolidated Annual Financial Report.

With the exception of the Audit/Year-End Closing Adjustments reserve and the Salary and Benefits reserve, a supplemental appropriation, approved by both the Mayor and the Board of Supervisors must be approved prior to release of such reserves for expenditure by City departments.

Mayor's Reserve

The Mayor's recommended budget includes a Mayor's reserve of $1,073,754 for two Department of Telecommunications and Information Services projects pending formulation of final project details. Unless the proposed project appropriations are also reserved by the Board of Supervisors, the release of funding for such projects will be at the discretion of the Mayor.

Controller's Reserves

The Controller has established total reserves for expenditures included in departmental budgets in the amount of $303,664,870, for various expenditures pending confirmation of the receipt of certain revenues, as described below:

Department	Project/Object of Expenditure		Reserve
Administrative Services	30 Van Ness Acquisition *Pending COPs proceeds*		$ 37,830,000
Adult and Aging Services	Salaries and Fringe Benefits *Pending transfer of function from DHS*		279,800
Airport Commission	Passenger Facility Fee Project *Pending FAA approval of Facilities Fee*		60,000,000
Convention Facilities Mgmt	Roof repair; electric upgrade *Pending Bond Proceeds*		400,000
Child Support Services	Non Personal Services *Pending Federal and State approval*		1,679,824
Department of Public Works	BOE-Transportation Projects *Pending land sale proceeds and State revenue*		7,305,000
Human Services (DHS)	Salaries and Fringe Benefits for CALWORKS positions	$ 139,900	
	Non Personal Services	5,000,000	
	Aid Assistance	6,015,671	
Subtotal - DHS	*Awaiting State allocation for expanded Programs*		11,155,571

Department	Project/Object of Expenditure		Reserve
General City Responsibility (GEN)	JUSTIS Information Technology Project		
	Pending Receipt of Federal Grant and Trial Court Grant funds	$2,125,000	
	Business Tax Settlement	62,800,000	
Subtotal - GEN	*Pending sale of bonds*		$64,925,000
Community Health Network	Neighborhood Clinic Improvements		
	Pending receipt of Federal Revenue		5,000,000
Library	Branch Library Improvements		
	Pending sale of bonds		17,854,903
Mayor	Affordable Housing - 3rd Series		
	Pending sale of bonds		40,000,000
Port	Capital Projects		
	Pending land sale proceeds		29,700,000
Recreation and Park (REC)	3COM Facilities Maintenance		
	Pending receipt of naming rights revenue	900,000	
	Union Square Park Renovation		
	Pending Commission approval	2,400,000	
	Neighborhood Park Facilities		
	Pending sale of bonds	10,360,000	
	Zoo Facilities Improvements	13,524,772	
Subtotal REC	*Pending sale of bonds*		27,184,772
Telecomm & Information Svcs.	CABLE - Non Personal Services		
	Pending year end fund balance		350,000
Total			$303,664,870

SOURCES OF FUNDS: REVENUES AND CONTRIBUTION TRANSFERS

FY 2000-2001 General Fund Year End Surplus

The March 8, 2001 Joint Report prepared by the Mayor's Director of Finance, the Controller and the Budget Analyst projected a General Fund revenue shortfall of $66,100,000 for Fiscal Year 2001-2002. At that time, the Controller had estimated that the FY 2000-2001 General Fund year end surplus, which would be available as a source of funds for the Fiscal Year 2001-2002 budget, would amount to $127,500,000. Subsequently, on May 4, 2001, the Controller issued his Nine-Month Budget Status report which revised the projected General Fund shortfall downward from $66,100,000 to $30,000,000. This estimate included a revised projection of the FY 2000-2001 year-end surplus of $130,500,000 and increased projected revenues.

The Mayor's Recommended 2001-2002 budget includes General Fund prior year surplus funds in the amount of $148,135,183, or $17,635,183 more than the Controller's May 4, 2001 estimate for the FY 2000-2001 surplus. According to the Controller, the increase in the General Fund prior year surplus funds of $17,635,183 over the Controller's May 4, 2001 estimate is the result of the following changes:

- The appropriation of $10,000,000 in funds previously reserved for the Business Tax Litigation. Settlement costs to date are to be funded from the issuance of $62,800,000 in Business Tax Settlement Bonds, as previously approved by the Board of Supervisors.
- A pending increase in current year Federal revenue for Laguna Honda Hospital of $5,000,000, placed on reserve by the Controller for Capital Improvements to Community Health Clinics.
- Reduced supplemental appropriations of $89,000 for the Board of Supervisors Community Window and $1,600,000 for Fire Department Overtime and Workers Compensation costs.
- Closeout of funds previously reserved in the FY 2000-2001 budget in the amount of $946,183.

Closeout of Prior Year Designated Reserves

The Mayor's recommended FY 2001-2002 budget has also included, as a one-time source of funds, unspent balances of $39,990,107 in designated reserves from prior years, as follows:

Budget Incentive Reserve	$13,390,233
Seismic Safety Reserve	10,000,000
Investment Reserve	9,909,541
Minimum Compensation Reserve	4,940,333
Network Improvements Reserve	1,000,000
Universal Health Care Reserve	500,000
Welfare to Work Reserve	250,000
Total	$39,990,107

Regular Revenues

The Budget Analyst has reviewed the major budgeted General Fund revenues in the Mayor's Recommended FY 2001-2002 budget and found that such major revenues reflect the Controller's Nine-Month Budget Status report adjusted for revenue growth rates that are consistent with the assumptions utilized in the March 8, 2001 Joint Report prepared by the Mayor's Director of Finance, the Controller and the Budget Analyst.

Contribution Transfers to the General Fund from the Airport Annual Service Payment and Hetch Hetchy Surplus Revenues

The table below summarizes the Contribution Transfers to the General Fund.

Contribution Transfer	FY 2000-2001 Original Budget	FY 2001-2002 Recommended Budget	Increase (Decrease)
Airport Annual Service Payment	$28,327,877	$29,327,877	$1,000,000
Hetch Hetchy Surplus Revenue Transfer	29,850,000	-	(29,850,000)
Totals	$58,177,877	$ 29,327,877	$(28,850,000)

The March 8, 2001 Joint Report estimated that the General Fund Contribution Transfer from Hetch Hetchy Surplus Revenues would be eliminated in FY 2001-2002, thus reducing General Fund revenues by $29,850,000, due to the significant increases in Hetch Hetchy's cost of purchasing electric power for resale.

Funds appropriated for Minimum Compensation and Health Care Accessibility costs of non-profit City contractors

In the FY 2000-2001 final budget, $5,070,000 was appropriated and reserved, for costs associated with the Minimum Compensation Ordinance, approved by the Board of Supervisors and the Mayor in August of 2000. Of this reserve amount of $5,070,000, $4,940,333 remains unspent and, as noted above, has been used as a source of funds for the Mayor's recommended FY 2001-2002 budget.

The Mayor's recommended FY 2001-2002 budget also includes General Fund budgeted expenditures in the amount of $9,200,000 for implementation costs associated with the Minimum Compensation and Healthcare Accessibility ordinances. Of this total, $4,940,333 is funded from the FY 2000-2001 Minimum Compensation Reserve balance carryforward to FY 2001-2002 and $4,259,667 ($9,200,000 less $4,940,333) is funded from new General Fund monies. The $9,200,000 is budgeted as an expenditure in the Mayor's recommended FY 2001-2002 budget under the General City Responsibility budget in the amount of a) $5,200,000 for the estimated costs of increasing minimum compensation for employees of the City's non-profit service providers from $9.00 per hour to $10.00 per hour and, b) $4,000,000 for the estimated costs that would be incurred by such non-profit service providers to provide health care coverage for employees. Under a new Administrative Provision of the Interim Annual Appropriation Ordinance, the Controller would be authorized to allocate such funds for the necessary costs to City Departments for non-profit service providers' expenses that are found necessary by the Controller as a direct result of the Minimum Compensation and Healthcare Accessibility Ordinances, as previously approved by the Board of Supervisors.

Special Assistants

The Finance Committee has recently conducted extensive hearings on the matter of Special Assistant classifications employed by City departments. In addition, on June 12, 2001, the Board of Supervisors Audit and Labor Committee recommended approval of a proposed Memorandum of Understanding that would reclassify many of the Special Assistant positions under a new Management Classification and Compensation Plan (MCCP). It is the Budget Analyst's understanding that the Finance Committee will give consideration to reserving one

half of the salaries appropriated for such positions to be reclassified under the MCCP in order that the Board of Supervisors can review the final classification determinations of the Department of Human Resources. On the direction of the Finance Committee and the Board of Supervisors, the Controller will reserve the appropriate salary funds for positions to be reclassified under the MCCP.

During the budget hearings of June 19 though June 28, the Budget Analyst, as directed by the Finance Committee, will also be providing additional information on Special Assistant positions in City departments, including reclassification of such positions, whether such Special Assistant positions are provisional (subject to reclassification) positions or exempt, and whether such positions are filled or vacant.

UNDERFUNDED ITEMS

In past fiscal years, the Budget Analyst has reported to the Board of Supervisors that certain General Fund expenditures in the Mayor's recommended budget have been significantly underbudgeted. In FY 2000-2001, for example, the Police Department has exceeded its General Fund overtime budget by an estimated $3,600,000 according to the latest expenditure projections. This overexpenditure has been offset by Uniform salary savings and savings from other non-salary fringe benefit accounts. For the FY 2001-2002 budget, the Mayor has recommended an increase in the General Fund Police Overtime budget of $1,950,000. Based on current year spending therefore, Police Overtime may be underbudgeted by $2,650,000.

Also, based on a detailed analysis of the Sheriff's Department's staffing levels and Overtime expenditures, the Budget Analyst estimates total Overtime expenditures at the Sheriff's Department for FY 2001-02 will be $6,143,370, including $5,121,301 in General Fund supported Overtime costs. Given the requested budget amount of $2,075,151, the Sheriff's Department can be expected to return to the Board of Supervisors for a supplemental appropriation to fund their projected annual deficit of $4,068,219 in Overtime costs.

In the professional judgement of the Budget Analyst, the Sheriff's Department's request of $2,075,151 in its Overtime budget is totally unrealistic. The Budget Analyst estimates that total Overtime costs in FY 2001-02 will be $6.1 million, or approximately $4.0 million more than the $2,075,151 amount requested by the Sheriff's Department. The Budget Analyst will explain the basis for this conclusion in detail during the Finance Committee budget hearing on the Sheriff's budget.

DEPARTMENT BUDGETS NOT SUBJECT TO AMENDMENT BY THE BOARD OF SUPERVISORS

Article VIIIA - Sec. 8A.105 of the Charter, pertaining to the Municipal Transportation Fund states that, as long as the Municipal Railway's General Fund subsidy does not exceed the baseline amount established by the Charter and adjusted annually by the Controller, the Board of Supervisors may allow the Muni's base budget to take effect without any action on the part of the Board of Supervisors, or it may reject but not modify the Municipal Railway's (MUNI's) base budget by a two-thirds' vote. Since the Muni's base budget does not exceed the adjusted baseline amount as calculated by the Controller, the Board of Supervisors can only approve, adopt without any action, or reject the Muni proposed budget for FY 2000-2001.

Also, according to State law, two departments in the City's budget are not subject to amendment by the Board of Supervisors. The two City Department's are the Children and Families Commission, funded by Tobacco Tax funds transferred from the State, and the Department of Child Support Services, formerly a division within the District Attorney's Office. Because the Municipal Railway, the Children and Families Commission and the Department of Child Support Services are not subject to amendment by the Board of Supervisors, the Budget Analyst has not prepared reports and recommendations on these three proposed budgets for FY 2001-2002.

AIRPORT FUNDS FOR REIMBURSEMENT OF FIRE DEPARTMENT COSTS

As previously reported to the Finance Committee, the Fire Department has calculated that the Airport may not have fully reimbursed the General Fund for Fire Suppression services provided to the Airport. The Fire Department has calculated such under-reimbursement at approximately $2,000,000 for FY 1999-2000. The Airport previously agreed to reimburse the General Fund for $795,476 of the $2,000,000 in order to partially fund a recent supplemental appropriation for the Fire Department. As of the writing of this report, the Airport and the Fire Department have not yet resolved the issue of additional reimbursements which could total $1,204,524 in new General Fund revenue.

BUDGET ANALYST RECOMMENDATIONS

At the direction of the Finance Committee and the full Board of Supervisors the Budget Analyst has historically been instructed to analyze the Mayor's recommended budget in detail and make recommendations for reducing the Mayor's

recommended budget only if such recommendations do not result in service level reductions. Budget reductions, recommended by the Budget Analyst and approved by the Board of Supervisors, have often been used by the Board of Supervisors as a source of funds to: (a) restore items deleted in the Mayor's recommended budget; (b) include new items in the budget based on the priorities of the Board of Supervisors; and/or (c) increase the General Fund Reserve. In accordance with the Charter, the reallocation of any savings realized from budget reductions made by the Board of Supervisors can be made by the Board of Supervisors without appropriation approval by the Mayor, in accordance with the priorities of the Board of Supervisors. However, such reallocations would be subject to Mayoral veto.

Over the next two weeks, the Budget Analyst will be presenting recommendations to reduce expenditures in the Mayor's recommended FY 2001-2002 budget without reducing services below current levels. For example, the Budget Analyst has found that many City Departments are now requesting upward substitutions of new positions for existing positions, resulting in increased salary and fringe benefit costs. Based on the fact that such substitutions were made during previous years without budgetary approval by the Board of Supervisors, the Budget Analyst will recommend, where appropriate, increased attrition savings to enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but eliminate increased expenditures as a result of such a substitution of positions. This recommendation is consistent with a prior policy decision made by the Board of Supervisors.

Significant recommendations will be presented for the following City Departmental budgets to be considered by the Finance Committee at its meeting of June 19, 2001, with various other recommended reductions to be reported subsequent to the issuance of this report:

Department	Budget Analyst's Recommended Expenditure Reductions
Administrative Services	$ 884,388
City Attorney	1,113,176
Elections	1,061,000
Fire	2,271,261
Police	3,549,278
Sheriff	323,826
Total	$9,202,929

The recommendations of the Budget Analyst are subject to change over the next two weeks based on new information provided by City Departments.

The results of the Budget Analyst's review are detailed in three separate reports to the Finance Committee. Each report contains the recommendations of the Budget Analyst, along with explanations supporting those recommendations. These reports are as follows:

- General Administration and Finance and Public Protection (June 19, 2001, 1:00 p.m.)
- Human Welfare and Neighborhood Development and Community Health – Department of Public Health (June 20, 2001, 1:00 p.m.)
- Culture and Recreation, Public Works, Transportation and Commerce (June 21, 2001, 1:00 p.m.)

Harvey M. Rose

cc: Supervisor Leno
Supervisor Peskin
Supervisor Gonzalez
President Ammiano
Supervisor Daly
Supervisor Hall
Supervisor Maxwell
Supervisor McGoldrick
Supervisor Newsom
Supervisor Sandoval
Supervisor Yee
Clerk of the Board
Controller
Steve Kawa

City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Tuesday, June 19, 2001 **1:00 PM** **City Hall, Room 263**

Departmental Budget Hearings

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 1:14 p.m.

011043 **[Budget Hearing and Review, FY 2001-2002]**
Hearing to consider the Annual Budget for General Administration and Finance; Public Protection.

(General Administration and Finance: Administrative Services; Assessor/Recorder; Board of Supervisors; City Attorney; Controller; City Planning; Civil Service Commission; Ethics Commission; Human Resources; Mayor; Administrative Services-Office of Contract Administration; Elections; Retirement System; Treasurer/Tax Collector; General City Responsibility.)

(Public Protection: Adult Probation; Administrative Services-Consumer Assurance; Administrative Services-Animal Care and Control; Administrative Services-Medical Examiner;
6/4/01, RECEIVED AND ASSIGNED to Finance Committee. Scheduled for consideration on June 19, 2001 at 1:00 p.m.

Heard in Committee. Speakers: Steve Kawa, Mayor's Office; Harvey Rose, Budget Analyst; Edward Harrington, Controller; Bill Lee, City Administrator; Theodore Lakey, Deputy City Attorney; Rex Tabora, City Administrator - Solid Waste Management Program; Doris Ward, Assessor-Recorder; Supervisor McGoldrick; Gloria Young, Clerk of the Board; Louise Renne, City Attorney; Kim Manolias, City Attorney's Office; Fred Brouseau, Budget Analyst's Office; Gerald Green, Director, Planning Department; Kate Favetti, Executive Officer, Civil Service Commission; Ginny Vida, Executive Director, Ethics Commission; Andrea Gourdine, Director, Department of Human Resources; Judith Blackwell, Director, Office of Contract Administration, Administrative Services; Clare Murphy, General Manager, Retirement System; Susan Leal, Treasurer; Michael Hennessey, Sheriff; Jean Mariani, Sheriff's Department; Paul Tabacco, Acting Chief, Fire Department; Christine Ragan, Fire Department; Ken Bruce, Budget Analyst's Office; Deputy Chief Bill Welch, Police Department, Administration Bureau; Captain John Goldberg, Police Department, Fiscal Division; Mary Dunlap, Director, Office of Citizen Complaints; Armando Cervantes, Chief Probation Officer, Adult Probation Department; David Frieders, Director of Consumer Assurance; Erin McGrath, Mayor's Budget Office; Dr. Boyd Stephens, Chief Medical Examiner; Gordon Park-Li, Chief Executive Officer, Superior Court; Terence Hallinan, District Attorney; Jesse Williams, Chief Probation Officer, Juvenile Probation Department; Kimiko Burton, Public Defender.
Continued to June 26, 2001.

CONTINUED by the following vote:
Ayes: 3 - Leno, Peskin, Gonzalez

ADJOURNMENT

The meeting adjourned at 8:14 p.m.

[Budget Analyst Report]
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CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 15, 2001

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TO: Finance Committee

FROM: Budget Analyst

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 2001-2002 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Finance Committee budget hearing.

Finance Committee Budget Hearing - June 19, 2001, 1:00 p.m.

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General Administration and Finance

ADM Administrative Services 1
ASR Assessor/Recorder 10
BOS Board of Supervisors 14
CAT City Attorney 23
CON Controller 29
CPC City Planning 33
CSC Civil Service Commission 41
ETH Ethics Commission 45
HRD Human Resources 49

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MYR Mayor 57
OCA Administrative Services – Office of Contract Administration 65
REG Elections 70
RET Retirement System 77
TTX Treasurer/Tax Collector 84
GEN General City Responsibility 90

Public Protection

ADP Adult Probation 94
AGW Administrative Services – Consumer Assurance 97
ANC Administrative Services – Animal Care and Control 102
CME Administrative Services – Medical Examiner 105
CRT Trial Courts 110
DAT District Attorney 117
FIR Fire 121
JUV Juvenile Probation 132
PDR Public Defender 137
POL Police 141
SHF Sheriff 148

Harvey M. Rose

cc: Supervisor Leno
Supervisor Peskin
Supervisor Gonzalez
President Ammiano
Supervisor Daly
Supervisor Hall
Supervisor Maxwell
Supervisor McGoldrick
Supervisor Newsom
Supervisor Sandoval
Supervisor Yee
Clerk of the Board
Controller
Steve Kawa

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: ADM – ADMINISTRATIVE SERVICES

FINANCIAL DATA:

The Department of Administrative Services proposed $94,963,705 budget for FY 2001-02 is $48,375,749 or 103.84 percent more than the original FY 2000-01 budget of $46,587,956. The net increase from the revised FY 2000-01 budget is $ 44,608,598 or 88.59 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
1660 MISSION STREET BUILDING	$ 1,957,413	$ 1,957,413	$ 2,313,813	$ 356,400.0
25 VAN NESS BUILDING	2,404,190	2,404,190	2,404,190	-
30 VAN NESS BUILDING	-	-	6,128,893	6,128,893
555 SEVENTH STREET BUILDING	834,774	834,774	960,000	125,226
CENTRAL SHOPS	16,097,727	16,152,657	16,916,096	818,369
CITY ADMINISTRATOR SUPPORT	345,021	345,021	336,550	(8,471)
COUNTY CLERK SERVICES	618,098	618,098	608,066	(10,032)
DISABILITY ACCESS	24,029	77,029	24,029	-
MANAGEMENT/ADMINISTRATION	2,324,455	2,419,902	2,302,015	(22,440)
MOSCONE EXPANSION PROJECT	-	-	-	-
REAL ESTATE WORK ORDERS	4,578,495	7,770,169	6,526,641	1,948,146
REAL ESTATE-GENERAL FUND	355,053	355,053	355,554	501
REPRODUCTION SERVICES	5,401,318	5,578,355	5,499,038	97,720
RISK MANAGEMENT / GENERAL	5,185,700	5,185,700	6,553,820	1,368,120
SOLID WASTE MANAGEMENT	4,111,683	4,342,746	5,000,000	888,317
Total Operating Expenditures	$ 44,237,956	$ 48,041,107	$ 55,928,705	$ 11,690,749
Capital Improvements & Fac. Maint.	$ 2,350,000	$ 2,314,000	$ 39,035,000	$ 36,685,000
Total Expenditures	$ 46,587,956	$ 50,355,107	$ 94,963,705	$ 48,375,749
Less: Work Order Recoveries	(30,785,040)	(34,346,128)	(35,480,395)	(4,695,355)
Net Expenditure	$ 15,802,916	$ 16,008,979	$ 59,483,310	$ 43,680,394

Department: ADM ADMINISTRATIVE SERVICES (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 226.26 FTEs, which is 6.91 FTEs more than the 219.35 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

	Fiscal Year 2000-2001		Mayor's Budget Fiscal Year	Proposed Increase (Decrease) From 2000-2001
Full Time Equivalents	Original	Revised	2001-2002	Original Budget
CENTRAL SHOPS	110.89	110.89	112.03	1.14
CITY ADMINISTRATOR SUPPORT	3.75	3.75	4.00	0.25
COUNTY CLERK SERVICES	7.80	7.80	7.80	-
MANAGEMENT/ADMINISTRATION	22.70	22.70	23.21	0.51
REAL ESTATE WORK ORDERS	25.39	25.39	25.74	0.35
REPRODUCTION SERVICES	24.44	24.44	26.11	1.67
RISK MANAGEMENT / GENERAL	3.21	3.21	6.21	3.00
SOLID WASTE MANAGEMENT	21.17	21.17	21.16	(0.01)
Totals	219.35	219.35	226.26	6.91

Department: ADM ADMINISTRATIVE SERVICES (continued)

The Department has requested the following Special Assistant positions be reclassified:

Special Assistant Positions Recommended for Reclassification

Exempt / Provis-ional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1365	Special Assistant VI	$48,729	1369	Special Assistant X	$65,615
Exempt	1.00	1366	Special Assistant	52,435	1426	Senior Clerk Typist	45,431
Exempt	1.00	1367	Special Assistant VIII	56,402	1220	Payroll Clerk	50,941
Exempt	1.00	1368	Special Assistant IX	60,709	1369	Special Assistant X	65,615
Exempt	1.00	1370	Special Assistant XI	70,627	1369	Special Assistant X	65,615
Exempt	1.00	1370	Special Assistant XI	70,627	1371	Special Assistant XII	75,951
Exempt	4.00	1372	Special Assistant XIII	322,284	0922	Manager V	335,124
Exempt	1.00	1373	Special Assistant XIV	86,652	1367	Special Assistant VIII	56,402
Exempt	3.00	1373	Special Assistant XIV	259,956	0923	Manager VI	270,315
Exempt	1.00	1373	Special Assistant XIV	86,652	0923	Manager VI	86,652
Exempt	1.00	1374	Special Assistant XV	93,281	0931	Manager VII	96,998
Exempt	1.00	1375	Special Assistant XVI	100,328	0932	Manager VIII	104,326
Exempt	1.00	1375	Special Assistant XIV	100,328	0932	Manager VIII	100,328
Exempt	1.00	1376	Special Assistant XVII	107,976	0941	Manager X	120,746
Exempt	1.00	1376	Special Assistant XVII	107,976	0933	Manager IX	107,976
Exempt	1.00	1377	Special Assistant XVIII	116,119	0941	Manager X	120,746
Totals	21.00			$1,741,081			$1,768,781

Remaining Special Assistant Positions

Exempt/ Provisional	Count	Class	Title	Salary	Filled/Vacant
Exempt	4.00	1365	Special Assistant VI	$194,916	Filled
Exempt	1.00	1365	Special Assistant VI	48,729	Vacant
Exempt	3.00	1367	Special Assistant VIII	169,206	Filled
Exempt	12.75	1370	Special Assistant XI	900,488	Filled
Exempt	1.50	1371	Special Assistant XII	113,927	Filled
Totals	22.25			$1,427,266	

Department: ADM ADMINISTRATIVE SERVICES (continued)

DEPARTMENT REVENUES

Department revenues have increased by $44,582,085 or 459.14 percent and General Fund support has decreased by $923,442 or 18.80 percent.

DESCRIPTION

In FY 2001-02, the Department's proposed budget increase is $48,375,749. This increase is comprised primarily of the following changes:

1. $531,515 for permanent salary costs related to new positions, upward substitutions, and annualization of new positions approved for partial year funding in FY 2000-01, plus $185,025 more for mandatory fringe benefits costs. Key personnel changes include:
   (a) The proposed addition of 1.50 FTE new 1220 Clerks in Reproduction Services, to reduce Reproduction Services' current overexpenditure on temporary salaries and overtime.
   (b) The proposed addition of the following new Risk Management Program positions: a 0.75 FTE 1370 Special Assistant XI, 1.50 FTE 1371 Special Assistant XIIs, and a 0.75 FTE 1446 Secretary II. These positions would increase oversight of the City's Loss Prevention Program and Claims Program. All these new positions would be funded by work order recoveries from the departments which purchase insurance.
   (c) The reclassification of 21.00 FTE special assistant positions to other classifications.
2. $18,238 for travel, training, and membership fees.
3. $862,321 for building and equipment maintenance services as required by tenant City departments.
4. $21,644 for buildings leased by the Department.
5. $3,172,094 for other current expenses.
6. $1,163,450 for grant programs administered by the Solid Waste Management Program.
7. $934,298 for materials and supplies.
8. $932,018 for other fixed charges.
9. $36,685,000 in Certification of Participation proceeds for the purchase of the 30 Van Ness Avenue building, plus $4,095,000 for related debt service payments.

COMMENT

The Mayor's budget provides an increase of $48,375,749. Our recommended reductions, which total $881,851, would still allow an increase of $47,493,898 or 101.9% in the Department's budget.

Department: ADM - Administrative Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
BAI Solid Waste Management								
818	001	Permanent Salaries - Misc.				407,492	309,765	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
850	001	Special Assistant X	1369 S	1.00	0.00	65,615	0	65,615
850	001	Special Assistant VI	1365 S	0.00	1.00	0	48,729	(48,729)
		Although DHR has approved this substitution, disapprove due to inadequate justification.						
850	001	Special Assistant X	1369 S	1.00	0.00	65,615	0	65,615
850	001	Special Assistant IX	1368 S	0.00	1.00	0	60,709	(60,709)
		Although DHR has approved this substitution, disapprove due to inadequate justification.						
850	001	Special Assistant X	1369 S	1.00	0.75	65,615	49,211	16,404
850	001	Special Assistant VIII	1367 S	1.00	0.75	56,402	42,302	14,100
		Reduce to reflect the projected hire dates of October 1, 2001.						
851	001	Senior Clerk Typist	1426 S	1.00	0.00	45,431	0	45,431
		Disapprove the proposed new 1426 Senior Clerk Typist position as Solid Waste Management Program staff can wordprocess and electronically file their own documents. The Department currently has 4.00 FTE 1424 Clerk Typist positions and 2.00 FTE 1426 Senior Clerk Typist positions.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: ADM - Administrative Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2818	013	Mandatory Fringe Benefits				107,774	84,521	23,253
		Corresponds to reductions in Permanent Salaries.						
2820	030	Rents and Leases				388,260	235,824	152,436
		Adjust to reflect actual rental expenditure.						
2820	038	City Grant Programs				1,163,450	650,000	513,450
		Adjust to reflect actual grant program budget.						
2820	040	Materials and Supplies				194,560	128,472	66,088
		Our recommended amount would still permit the Department to maintain its existing materials and supplies expenditure, adjusted for cost of living.						
FCB Reproduction Services								
2833	001	Permanent Salaries - Misc.				1,092,094	1,083,640	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: ADM - Administrative Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
857	001	Attrition Savings - Misc.	9993M	(1.14)	(1.34)	(49,190)	(57,644)	8,454
		Attrition Savings - Misc. has been increased by $8,454 to offset the effect of the Department's upward substitution of a 1760 Offset Machine Operator position to a 1408 Principal Clerk, which would result in increased salary and fringe benefits costs during the past year without the approval of the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefits costs, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
833	013	Mandatory Fringe Benefits				318,567	316,154	2,413
		Corresponds to reductions in Permanent Salaries.						
CT Risk Management/General								
335	001	Permanent Salaries - Misc.				451,750	438,980	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
358	001	Attrition Savings - Misc.		0.00	(0.17)	0	(12,770)	12,770
		Increase attrition savings by $12,770 to offset the effect of the Department's upward substitution of a 1.00 FTE 1376 Special Assistant XVII position to a 1.00 FTE 0941 Manager X position, which has resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled position, at the higher salary and fringe benefit cost, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: ADM - Administrative Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2835	013	Mandatory Fringe Benefits				104,382	101,492	2,890
		Corresponds to the increase in Attrition Savings.						
FDA Central Shops								
2838	060	Equipment Purchase				207,500	204,269	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2869	060	Portable Lifts				42,000	40,508	1,492
2869	060	Hydraulic Press				15,000	13,261	1,739
		Reduce to actual cost.						
FDN Real Estate Work Orders								
2842	001	Permanent Salaries - Misc.				1,814,812	1,813,454	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: ADM - Administrative Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
362	001	Attrition Savings - Misc.	9993M	(0.26)	(0.28)	(18,000)	(19,358)	1,358
		Increase attrition savings by $1,358 to offset the effect of the Department's upward substitution of a 1.00 FTE 4140 Real Property Officer position to a 1.00 FTE 1823 Senior Administrative Analyst position, which has resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled position, at the higher salary and fringe benefit cost, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
42	013	Mandatory Fringe Benefits				426,436	426,118	318
		Corresponds to reductions in Permanent Salaries.						
		Total Recommended Reductions						$884,388

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: ASR ASSESSOR / RECORDER

FINANCIAL DATA:

The Assessor/Recorder proposed $11,605,469 budget for FY 2001-02 is $269,732 or 2.27 percent less than the original FY 2000-01 budget of $11,875,201. The net decrease from the revised FY 2000-01 budget is $741,325 or 6 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
PERSONAL PROPERTY	$ 2,217,145	$ 2,142,827	$ 2,179,033	$ (38,112)
REAL PROPERTY	3,073,189	2,978,137	3,020,587	(52,602)
RECORDER	2,009,051	2,009,051	2,008,099	(952)
TAX ASSESSMENT	3,191,846	3,990,896	3,095,369	(96,477)
TECHNICAL SERVICES	1,383,970	1,225,883	1,302,381	(81,589)
Total Expenditures	$ 11,875,201	$ 12,346,794	$ 11,605,469	$ (269,732)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 138.9 FTEs, which is 6.41 FTEs more than the 132.49 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: ASR ASSESSOR / RECORDER (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
PERSONAL PROPERTY	27.90	27.90	28.11	0.21
REAL PROPERTY	40.53	40.53	40.53	-
RECORDER	24.08	24.08	27.08	3.00
TAX ASSESSMENT	21.84	21.84	21.85	0.01
TECHNICAL SERVICES	18.14	19.73	21.33	3.19
Totals	132.49	134.08	138.90	6.41

DEPARTMENT REVENUES

Department revenues have decreased by $42,646 or 1.28 percent and General Fund support has increased by $227,086 or 2.7 percent.

DESCRIPTION

The decrease in the Assessor/Recorder's budget from FY 2000-2001 original budget is $269,732. Major expenditure changes in the proposed budget are summarized below:

- An increase of $150,000 in Temporary Salaries – Misc.;
- An increase of $317,940 in Permanent Salaries – Misc. of which $163,285 is funded with on-going State Authorized Special Revenue Funds;
- A net decrease of $126,739 in Professional & Specialized Services from: (a) decrease of $170,612 for the Recorder's Page Modernization Project; (b) an increase of $6,505 for the Recorder's Indexing Project; and, (c) an increase of $37,368 for the Tax Assessment's Property Tax System Project;
- A decrease of $400,000 for the Tax Assessment's Efficient Assessment Project resulting from the termination of the Assessor/Recorder's contract with KPMG for the Efficient Assessment Project;
- A decrease of $100,000 due to the Viacom Litigation settlement; and,

Department: ASR ASSESSOR / RECORDER **(continued)**

- A net decrease of $126,260 for Services of Other Departments.

Personnel: The number of full-time equivalent positions budgeted for FY 2001-02 is 138.9 FTEs, which is 6.41 FTEs more than the 132.49 FTEs in the original FY 2000-01 budget. The increase of 6.41 FTE positions are due to: (a) an increase of 3.19 FTEs Temporary Employees for Technical Services, which were approved in a supplemental appropriation ordinance for the remainder of FY 2000-01 at 1.59 FTEs; (b) an increase of 3.0 FTEs 8108 Senior Legal Process Clerks, which are State-funded, for the Recorder's Page Recorder Modernization project; and, (c) a decrease of 0.22 FTEs in Attrition Savings. The substitution of the 1372 Special Assistant XIII for a 0922 Manager V is part of the MEA Management Classification/Compensation Plan as shown in the table below.

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	Special Assistant XIII	$ 83,781	0922	Manager V	$ 83,781
Totals	1			$ 83,781			$ 83,781

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: ASR - Assessor/Recorder

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Assessor/Recorder - Recorder (FCG)								
2876	027	Professional & Specialized Services				$ 106,505	$ 98,031	$ 8,474
		The Department has not adequately justified the increase in Professional & Specialized Services. The recommended reduction of $8,474 is based on projected expenditures for FY 2000-01 of $94,261 plus a 4 percent cost of living adjustment.						
Assessor/Recorder - Real Property (FDJ)								
2880	001	Permanent Salaries - Misc				2,356,175	2,238,882	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific reductions regarding individual classifications.						
2888		Real Property Appraiser	4261	14.00	12.00	821,054	703,761	117,293
		2.0 FTE 4261 Real Property Appraisers have been vacant since July 20, 1998, or approximately 2 years and 11 months and February 8, 1999, or approximately 2 years and 4 months. The Department has not provided consistent information on future plans to fill these vacant positions. The recommended reduction of 2.0 FTE 4261 Real Property Appraisers would still leave the Department with 12.0 FTE "A" existing 4261 Real Property Appraisers as well as 5.0 FTE "L" Limited Life 4261 Real Property Appraisers, for a total of 17.0 4261 Real Property Appraisers.						
2880	013	Mandatory Fringe Benefits				598,512	569,463	29,049
		Corresponds to the reduction in salaries.						
		Total Recommended Reductions						$ 154,816

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: BOS BOARD OF SUPERVISORS

FINANCIAL DATA:

The Board of Supervisors proposed $8,566,789 budget for FY 2001-02 is $238,005 or 2.7 percent less than the original FY 2000-01 budget of $8,804,794. The net decrease from the revised FY 2000-01 budget is $992,255 or 10.38 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
BOARD OF SUPERVISORS	$ 8,421,826	$ 8,434,117	$ 8,159,090	$ (262,736)
CHILDREN'S BASELINE	225,841	225,841	228,102	2,261
LOCAL AGENCY FORMATION	-	754,250	-	-
SUNSHINE ORDINANCE TASK FORCE	157,127	144,836	179,597	22,470
Total Expenditures	$ 8,804,794	$ 9,559,044	$ 8,566,789	$ (238,005)
Less: Work Order Recoveries	(53,136)	(53,136)	-	53,136
Net Expenditures	$ 8,751,658	$ 9,505,908	$ 8,566,789	$ (184,869)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 66.18 FTEs, which is 10.40 FTEs less than the 76.58 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: **BOS BOARD OF SUPERVISORS (continued)**

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
BOARD OF SUPERVISORS	71.69	71.69	61.04	(10.65)
CHILDREN'S BASELINE	3.47	3.47	3.47	-
LOCAL AGENCY FORMATION	-	1.48	-	-
SUNSHINE ORDINANCE TASK FORCE	1.42	1.42	1.67	0.25
Totals	76.58	78.06	66.18	(10.40)

SPECIAL ASSISTANT POSITIONS:

*Remaining Special Assistant Positions**

Program	Count	Class	Title	Total Salary	Filled/ Vacant
Board of Supervisors	1	1363	Special Assistant IV	$42,334	Filled
	2	1367	Special Assistant VIII	112,804	Filled
	1	1371	Special Assistant XII	75,951	Filled
	1	1372	Special Assistant XIII	80,571	Filled
	1	1374	Special Assistant XV	93,281	Filled
	1	1376	Special Assistant XVII	107,976	Filled
Sunshine Task Force	1	1370	Special Assistant XI	70,627	Filled
Children's Baseline	2	1362	Special Assistant III	78,822	Filled
Totals	**10**			**$662,366**	

** All Board of Supervisors Special Assistant positions are exempt.*

Note: There are also 22 Legislative Assistant 1835 positions, which are exempt positions, budgeted at $1,322,383

Department: **BOS BOARD OF SUPERVISORS (continued)**

DEPARTMENT REVENUES

Department revenues have decreased by $70,000 or 46.67 percent and General Fund support has decreased by $114,869 or 1.3 percent. The reduction in Department revenues is primarily a result of an anticipated decline in the filing and hearing fees for the Assessment Appeals Board.

DESCRIPTION

The reduction in the Board of Supervisors FY 2001-02 budget primarily results from staffing changes, including the (1) deletion of 11.0 FTE 1363 Special Assistant V positions, which were the third Aides for each member of the Board, (2) deletion of one 0.50 1363 Special Assistant IV position, because of the reduction in the appeals workload for the Assessment Appeals Board, (3) addition of one 1022 Administrator II position from a temporary grant funded position and (4) annualization of one 1372 Special Assistant XIII position and one 1376 Special Assistant XVII position, which were added as new positions at 0.75 FTE each in FY 2000-01. As noted above, there are ten Special Assistant positions that would continue in the Board of Supervisors budget in FY 2001-02, and all such positions are exempt.

The proposed budget also increases the Legislative Expense funds available for each member of the Board of Supervisor from $5,000 to $7,500, resulting in an overall increase of $27,500 from $55,000 to $82,500. The Budget Analyst considers approval of this funding increase to be a policy matter for the Board of Supervisors. In addition, the proposed budget provides new maintenance for the Board of Supervisors Chamber seats and benches ($22,000), upgrades to allow copier scanning features ($5,000) and an additional $155,440 for increased official advertising expenses. In accordance with Section 4 of the Budget Analyst Joint Venture Agreement with the Board of Supervisors, the Controller will adjust the Professional & Specialized Services account to reflect a 5.2 percent increase or $97,568 for FY 2001-02 for the Joint Venture's contractually determined cost of living adjustment.

The Children's Baseline expenditures reflect the costs incurred for the City's Youth Commission, which is included in the Board of Supervisors budget.

The Local Agency Formation Committee (LAFCo) revised budget of $754,250 was funded as a project in FY 2000-01. Approximately $5,000 of these LAFCo funds have been expended in FY 2000-01. Although the proposed FY 2001-02 budget does not include additional LAFCo funding, the Controller's Office advises that the LAFCo balance of $749,250 ($754,250 less $5,000 expended in FY 2000-01) will be carried forward for use in FY 2001-02.

The proposed FY 2001-02 budget includes an additional $375,000 Unappropriated Revenue Board District Services Reserve, which is not reflected in the proposed Board of Supervisors total budget of $8,566,789. These funds are being separately set aside for the Board of Supervisors to develop

Department: **BOS** BOARD OF SUPERVISORS **(continued)**

and staff a new Office of District Community Services during FY 2001-02. The Budget Analyst considers approval of such funds to be a policy matter for the Board of Supervisors.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: BOS - Board of Supervisors

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FAE		Board of Supervisors						
2896	001	Permanent Salaries - Misc				$3,499,297	$3,372,468	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
2901		Board/Commission Member, Group	0115			195,200	156,000	$39,200
		This recommendation corrects for a calculation error in the proposed budget.						
2901		Administrator II	1022C	1.00	1.00	59,221	59,221	-

The requested position is currently funded with grant funds provided by the Assessor's Office to the Assessment Appeals Board. This position was initially hired in FY 2000-01 as a two-year, grant-funded temporary position. The proposed FY 2001-02 budget includes this position as a continuing, General Fund position. Approval of this temporary, two-year, grant-funded position to a permanent, General Fund position after one year is a policy matter for the Board of Supervisors. This position provides computer maintenance and upgrades for the various Board of Supervisors offices.

A Management Audit of the Board of Supervisors conducted in 2000 by an outside consulting firm recommended the creation of additional support positions for the Clerk of the Board. In response to the Audit's recommendations, in FY 2000-01, the Board of Supervisors created two new positions, one 1372 Special Assistant XIII, and one 1376 Special Assistant XVII and created the subject temporary position with grant funds. In addition to the requested position, the proposed FY 2001-02 budget includes another existing 1022 Administrator II position and one existing 1023 Administrator III position. It should be noted that based on a review of other City departments of comparable and even larger size (i.e., Assessor's Office, Administrative Services, Retirement, Tax Collector and Health Service System) such departments have fewer computer maintenance and support positions.

partment: BOS - Board of Supervisors

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
02		Attrition Savings - Misc	9993M			(163,367)	(250,996)	87,629
		Increase Attrition Savings to reflect current projected FY 2000-01 expenditure rates. However, to be conservative, we have provided 50 percent more funds than we estimate will be needed. FY 2000-01 projected surplus salaries are $414,364. Reducing the projected surplus salaries by $239,107 for the six-month cost for the 11 1364 Special Assistant V (third Aide) positions, which have been deleted from the budget, the projected salary surplus would be $175,257 for FY 2000-01. However, our recommendation is to delete only 50 percent of this surplus, or $87,629. FY 1999-00 actual surplus salaries were $387,239 and it is projected that there will be $414,364 in surplus salaries as of June 30, 2001 (FY 2000-01).						
086	013	Mandatory Fringe Benefits				862,075	848,931	13,144
		Corresponds to the increase in Attrition Savings - Misc.						
196	027	Professional and Specialized Services				2,315,902	2,311,227	4,675
		Reduce to reflect the actual cost for the new maintenance of Board of Supervisors benches and chairs for extensive restoration every six months and touch-up every 90 days, instead of the proposed extensive restoration every three months and touch-up every 30 days.						

Department: BOS - Board of Supervisors

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2896	035	Other Current Expenses				$763,900	$713,900	50,000

Reduce the advertising budget to reflect that the Board of Supervisors just approved a new Type 2 (advertising for single days) official advertising contract (File 01-0866), which is 16.7 percent less than the current advertising contract rates. The proposed reduction has been adjusted to allow for a potential increase in the number of agendas, notices and committee meetings for FY 2001-02 as well as a potential increase in Type 1 advertising costs.

The Budget Analyst considers approval of an additional $27,500 ($2,500 for each Supervisor) for Legislative Expenses, resulting in total Legislative Expense of $82,500 for the Board of Supervisors, to be a policy matter for the Board. These funds are used to pay for miscellaneous expenses incurred by each Supervisor. The budget for FY 2000-01 allocates $5,000 per Supervisor, for a total of $55,000 ($5,000 x 11). The proposed increase would raise each Supervisors expense fund by $2,500 to $7,500, for a total of $82,500 ($7,500 x 11). Current year expenditures are projected to total $42,000, or $13,000 less than the $55,000 ($5,000 per Supervisor) currently budgeted. The prior four years' actual expenditures for all 11 Supervisors are as follows:

FY 1996-97 $29,991
FY 1997-98 $32,277
FY 1998-99 $37,920
FY 1999-00 $34,509

Unappropriated Revenue - Designated Reserves

Board District Services Reserve	$375,000	$375,000	-

The Budget Analyst considers approval of the proposed $375,000 Unappropriated Revenue - Board District Services Reserve to be a policy matter for the Board of Supervisors. These funds are being set aside in the proposed FY 2001-02 budget under the General City Responsibilities from Reserve Funds. Such funds would be available for developing and staffing a new Office of District Community Services within the Board of Supervisors budget. Actual expenditure of these funds would require separate approval of a supplemental appropriation in FY 2001-02 by the Board of Supervisors.

Subtotal Recommended Reductions - Board of Supervisors $194,648

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

epartment: BOS - Board of Supervisors

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FAK		**Sunshine Ordinance Task Force**						
898	005	Temporary Salaries				$31,242	$16,200	$15,042
		Reduce to reflect the actual expenditure rate for FY 2000-01, adjusted to allow for 100% increased staffing. The proposed reduction provides for $8,100 of additional Temporary Salary funds than are projected to be expended in FY 2000-01.						
898	035	Other Current Expenses				9,000	1,000	8,000
		Reduce to reflect that the FY 2000-01 budget of $9,000 was for start-up costs for the Sunshine Ordinance Task Force, which will be in its second year for FY 2001-02. For FY 2000-01, no expenses have been mead in this Other Current Expenses account.						
898	049	Other Materials & Supplies				42,000	10,000	32,000
		Reduce to reflect that the FY 2000-01 budget was for start-up costs for the Sunshine Ordinance Task Force, including office furniture and equipment. The Sunshine Ordinance Task Force is staffed with one permanent and one part-time temporary employee. In FY 2000-01, projected expenditures will total approximately $40,000, primarily for one-time start-up costs, including furniture, computer, printer, fax and other equipment. The requested funds for additional computers, printer, two televisions, a video cassette recorder, tape recorder and other furnishings, and $28,000 for paper and general office supplies for one permanent and one part-time temporary employee appear to be overbudgeted. The recommended $10,000 should provide more than sufficient funds for all cablecasting of Sunshine Ordinance Task Force Meetings, necessary office supplies, and miscellaneous additional equipment.						
		Subtotal Recommended Reductions - Sunshine Ordinance Task Force						$55,042

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: BOS - Board of Supervisors

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FAL		Youth Commission						
2899	005	Temporary Salaries - Misc				$21,970	$10,000	$11,970
		Reduce to reflect that actual projected expenditures for FY 2000-01 are approximately $1,000. The recommended amount of $10,000 will provide ten times the actual expenditures incurred during the current year for Temporary Salaries.						
2899	027	Professional and Specialized Services				5,000	2,400	2,600
		Reduce to reflect that projected expenditures for FY 2000-01 are $1,200. Our proposed reduction of $2,600 will still provide for $2,400 for Professional and Specialized Services, which is $1,200, or 100 percent, more than has been spent in the current fiscal year.						
		Subtotal Recommended Reductions - Youth Commission						**$14,570**
		Total Recommended Reductions						**$264,260**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: CAT CITY ATTORNEY

FINANCIAL DATA:

The City Attorney's proposed $43,021,335 budget for FY 2001-02 is $3,095,662 or 7.75 percent more than the original FY 2000-01 budget of $39,925,673. The net increase from the revised FY 2000-01 budget is $2,427,662 or 5.98 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CITY ATTORNEY LEGAL INITIATIVES	$ -	$ -	$ 950,000	$ 950,000
CLAIMS	4,063,853	4,063,853	4,198,875	135,022
LEGAL SERVICE	35,861,820	36,381,820	37,872,460	2,010,640
Total Operating Expenditures	$ 39,925,673	$ 40,445,673	$ 43,021,335	$ 3,095,662
Capital Improvements & Fac. Maint.	$ -	$ 148,000	$ -	$ -
Total Expenditures	$ 39,925,673	$ 40,593,673	$ 43,021,335	$ 3,095,662
Less: Work Order Recoveries	(32,906,341)	(33,574,341)	(35,150,363)	(2,244,022)
Net Expenditures	$ 7,019,332	$ 7,019,332	$ 7,870,972	$ 851,640

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 330.42 FTEs, which is 3.57 FTEs less than the 333.99 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: CAT CITY ATTORNEY (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CLAIMS	48.09	48.09	48.60	0.51
LEGAL SERVICE	285.90	285.90	281.82	(4.08)
Totals	333.99	333.99	330.42	(3.57)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1366	S.A. VII	$52,435	1241	Personnel Analyst	$59,143
Exempt	2	1366	S.A. VII	52,435	1842	Management Assistant	59,260
Totals	3			$157,305			$177,663

Remaining Special Assistant Positions

Exempt/ Provisional	Count	Class	Title	Salary	Filled/Vacant
Exempt	2	1366	S.A. VII	$52,435	Filled
Totals	2			$104,870	

For FY 2001-02 the City Attorney is proposing reclassifying 3.0 1366 Special Assistant VII positions to become one 1241 Personnel Analyst and two 1842 Management Assistants at an increased cost of $23,416 for salaries and benefits. The City Attorney currently has no plans to transition the remaining 2.0 1366 Special Assistant VII positions to civil service classifications.

Department: CAT CITY ATTORNEY (continued)

DEPARTMENT REVENUES

Department revenues are budgeted to be $950,000 for FY 2001-02, an increase from the $0 budgeted for FY 2000-01. General Fund support has increased by $851,640 or 12.10 percent. Interdepartmental recoveries will increase by approximately $6 million for FY 2001-02.

DESCRIPTION

Major changes in the FY 2001-02 proposed budget include: (1) an increase of $946,853 in salaries and benefits which is mainly due to step increases, various upward substitutions, and MOU-related increases; (2) an increase of $933,617 for rent; and (3) an increase of $950,000 for legal initiatives. Legal initiatives are funded for only six months, from July 1, 2001 to December 31, 2001, pending election of a new City Attorney in November 2001. The proposed budget also includes a net increase of $600,000 for continuation of the Business Tax Litigation.

COMMENT

The Mayor's budget provides an increase of $3,095,662. Our recommended reductions, which total $1,113,176, would still allow an increase of $1,982,486 or 4.97 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CAT - City Attorney

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FA2								
2909	001	Permanent Salaries - Misc * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				$3,393,836	$3,357,661	*
2914		Claims Investigator Disapprove a new 0.50 8151 Claims Investigator. The Department currently has a total of 29.60 FTE 8151 Claims Investigators including 4.39 FTE positions vacant and has not adequately justified the need for the proposed 0.50 new FTE. The Department should fill its 4.39 vacant FTEs prior to requesting new positions.	8151	0.50	0.00	36,175	0	36,175
FC2								
2910	001	Permanent Salaries - Misc * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				24,164,430	24,010,531	*

Department: CAT - City Attorney

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2915		Engineer-Principal	1044S	1.00	0.00	$94,639	$0	$94,639
		Disapprove 1.0 FTE 1044 Engineer Principal. This new Engineer-Principal position's responsibilities would include assisting in the management of the Department's Information Systems. The Department's justification for this additional permanent full time position is that the current manager will be spending time assisting in conversion of the Citywide email system over the next few years. The Budget Analyst does not agree that a full time permanent position is needed to manage this function particularly when the current manager will still be on the Department's payroll and will still be responsible for the Department's Information Systems. In addition, the Department presently has 6.0 budgeted Information Services positions.							
2916		Management Assistant	1842S	2.00	1.00	118,520	59,260	59,260
		Disapprove 1.0 FTE 1842 Management Assistant. The Department is requesting two new 1842 Management Assistant positions to perform office management duties. The Department has not adequately justified the need for 2 Management Assistants. The Budget Analyst is, however, recommending approval of one of the requested new Management Assistants.						
910	013	Mandatory Fringe Benefits				5,484,737	5,450,189	34,548
		Corresponds to the reduction in Permanent Salaries - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CAT - City Attorney

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2910	030	Rents & Leases-Bldgs & Structures				$1,966,736	$1,911,235	$55,501
		Reduce Rents & Leases to $1,911,235 to reflect actual cost of lease for the Department's Fox Plaza offices.						
2911	035	Other Current Expenses				600,000	550,000	50,000
		Reduce $50,000 of the $147,000 the City Attorney has requested for the use of Outside Counsel in Business Tax Litigation for FY 2001-02. The City Attorney should be able to perform much of the work of the Business Tax Litigation on an inhouse basis.						
2910	053	Judgements & Claims				2,626,207	1,876,250	749,957
		The $749,957 amount recommended for reduction was budgeted in Judgements & Claims in FY 2000-01 for Business Tax Litigation. Costs for Business Tax Litigation have been moved this year to a separate budget program but Judgements & Claims has not been correspondingly reduced and the Department has not presented a specific plan indicating how this money remaining in Judgements & Claims would be spent in FY 2001-02.						
2910	081	Services of Other Departments				651,479	618,383	33,096
		Reduce Services of Other Departments to be consistent with the City Attorney's requested amounts as included in the Department's budget explanation.						
		Total Recommended Reductions						$1,113,176

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: CON CONTROLLER

FINANCIAL DATA:

The Controller's proposed $22,527,516 budget for FY 2001-02 is $49,556 or .22 percent less than the original FY 2000-01 budget of $22,577,072. The net decrease from the revised FY 2000-01 budget is $49,556 or .22 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACCOUNTING OPERATIONS AND SYSTEMS	$ 10,102,206	$ 10,102,206	$ 10,110,152	$ 7,946
AUDITS	2,365,549	2,365,549	2,376,226	10,677
MANAGEMENT, BUDGET AND ANALYSIS	4,184,564	4,184,564	4,348,757	164,193
PAYROLL AND PERSONNEL SERVICES	5,924,753	5,924,753	5,692,381	(232,372)
Total Expenditures	$ 22,577,072	$ 22,577,072	$ 22,527,516	$ (49,556)
Less: Work Order Recoveries	(1,967,520)	(1,967,520)	(2,017,061)	(49,541)
Net Expenditures	$ 20,609,552	$ 20,609,552	$ 20,510,455	$ (99,097)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 156.88 FTEs, which is 8.02 FTEs less than the 164.9 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: CON CONTROLLER (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACCOUNTING OPERATIONS AND SYSTEMS	54.38	53.37	51.49	(2.89)
AUDITS	26.35	25.73	25.78	(0.57)
MANAGEMENT, BUDGET AND ANALYSIS	36.07	35.41	37.12	1.05
PAYROLL AND PERSONNEL SERVICES	48.10	44.90	42.49	(5.61)
Totals	164.90	159.41	156.88	(8.02)

Special Assistant Positions Recommended for Reclassification

The following Special Assistant positions are recommended as reclassifications in the Controller's FY 2001-02 budget.

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	1	1368	Special Asst IX	$ 60,709	AC34	Project Analyst	$ 68,230
Exempt	2	1369	Special Asst X	131,231	AC34	Project Analyst	136,460
Exempt	1	1369	Special Asst X	65,615	0922	Manager V	83,781
Exempt	3	1372	Special Asst XIII	241,712	0922	Manager V	251,343
Exempt	2	1374	Special Asst XV	186,562	0931	Manager VII	193,996
Totals	9			$ 685,829			$ 733,810

DEPARTMENT REVENUES

Department revenues have decreased by $55,000 or 13.29 percent and General Fund support has decreased by $44,097 or .20 percent.

Department: **CON CONTROLLER (continued)**

DESCRIPTION

1. Major changes in the Controller's proposed budget for FY 2001-02 include the following

- $341,604 in increased Permanent Salaries and Mandatory Fringe Benefits;
- $95,000 for increased training expenditures; and,
- $479,660 in net reduced expenditures for Professional and Specialized services.

2. With the approval of the Special Assistant reclassifications shown in the table on the previous page, the Controller's budget has no remaining Special Assistant positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: CON - CONTROLLER

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
	FEB	**Management, Budget and Analysis Program**						
2926	001	Permanent Salaries - Miscellaneous				$2,198,616	$2,111,507	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2932	STEP M	Step Adjustments, Miscellaneous				(52,249)	(59,358)	7,109
		Reduce salaries to reflect positions filled at less than the top step.						
2933	9993 M	Attrition Savings				(142,619)	(223,119)	80,500
		Increase attrition savings based on current spending levels and schedule for filling vacant positions.						
2926	013	Mandatory Fringe Benefits				505,771	486,612	19,159
		Corresponds to reduction in Permanent Salaries - Miscellaneous						
		Total Recommended Reductions						**$ 106,768**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: CPC CITY PLANNING

FINANCIAL DATA:

The City Planning Department's proposed $14,468,265 budget for FY 2001-02 is $648,485 or 4.69 percent more than the original FY 2000-01 budget of $13,819,780. The net increase from the revised FY 2000-01 budget is $748,907 or 5.46 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION/PLANNING	$ 2,208,618	$ 2,203,513	$ 2,810,702	$ 602,084
CURRENT PLANNING	6,626,189	6,631,294	7,662,129	1,035,940
LONG RANGE PLANNING	3,942,806	3,842,384	3,995,434	52,628
Total Operating Expenditures	$ 12,777,613	$ 12,677,191	$ 14,468,265	$ 1,690,652
Capital Improvements & Fac. Maint.	$ 1,042,167	$ 1,042,167	$ -	$ (1,042,167)
Total Expenditures	$ 13,819,780	$ 13,719,358	$ 14,468,265	$ 648,485
Less: Work Order Recoveries	(764,374)	(764,374)	(784,194)	(19,820)
Net Expenditures	$ 13,055,406	$ 12,954,984	$ 13,684,071	$ 628,665

Department: CPC CITY PLANNING (continued)

Major expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries	$7,938,890	$8,865,148	$926,258
Temporary Salaries	70,000	41,088	(28,912)
Mandatory Fringe Benefits	1,931,257	2,150,852	219,595
Professional & Specialized Services	1,210,300	1,251,300	41,000
Rents and Leases -- Buildings	134,358	167,700	33,342
Other Current Expenses	501,748	553,214	51,466
Equipment Purchase	90,000	530,000	440,000
Buildings, Structures & Improvements	1,042,167	0	(1,042,167)
Services of Other Departments	524,645	539,356	14,711
Miscellaneous Other Changes	(387,959)	(414,587)	(26,628)
Total	**$13,055,406**	**$13,684,071**	**$628,665**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 136.23 FTEs, which is 7.77 FTEs more than the 128.46 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION/PLANNING	15.56	15.56	21.07	5.51
CURRENT PLANNING	84.24	84.24	89.76	5.52
LONG RANGE PLANNING	28.66	28.66	25.40	(3.26)
Totals	128.46	128.46	136.23	7.77

The Planning Department's budget contains nine new permanent positions (7.75 FTE) for FY 2001-02. The Board of Supervisors already approved three (3.0 FTE) of the nine requested positions as exceptions to the FY 2001-02 Interim Annual Appropriation Ordinance. Of the remaining six positions,

Department: CPC CITY PLANNING (continued)

the Budget Analyst is recommending approval of five new positions (3.75 FTE) and disapproval of one requested position (1.0 FTE). The Planning Department has one 1375 Special Assistant XVI, which is being reclassified to a Manager VIII, as follows.

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.0	1375	Special Assistant XVI	$100,328	0932	Manager VIII	$104,326

DEPARTMENT REVENUE

The Planning Department's revenues have increased by $2,262,755, or 25.5 percent, from $8,878,592 in FY 2000-01 to $11,141,347 in FY 2001-02. General Fund support has decreased by $1,634,090, or 39.1 percent, from $4,176,814 in FY 2000-01 to $2,542,724 in FY 2001-02. The increased Department revenue results primarily from Planning Commission Fees, including the Downtown Control Exception Fee, the Environmental Review Fee and the Annual Limit Competition Fee.

DESCRIPTION

1. The Planning Department's budget includes four (3.0 FTE) new permanent 5291 Planner III positions to serve as a new Planning Code enforcement team. Mr. Costolino Hogan of the Planning Department advises that the Department currently records any complaints about possible Planning Code violations it receives, but that the Department did not investigate such complaints due to insufficient staffing levels until April of 2001, when existing positions were temporarily assigned to addressing complaints. According to Mr. Hogan, the Planning Department received 331 complaints during FY 2000-01 and has a total registry of 486 complaints since 1999. The four requested new positions would form a new team dedicated to responding to such complaints and enforcing Planning Code violations. The existing positions temporarily assigned to enforcement would return to their original Planning Team, where they are currently needed, according to Mr. Hogan. Enforcement of Planning Code violations could provide additional revenue from fines charged for violating sign regulations and from court actions resulting in civil penalties of up to $500 per day for Planning Code violations and potential fines under the California Business and Professions Code, plus reimbursement for City Attorney fees, according to Ms. Judy Boyajian of the City Attorney's Office. The Budget Analyst is recommending approval of these four (3.0 FTE) requested new permanent 5291 Planner III positions.

2. The Planning Department's budget includes an increase of $440,000, or 489 percent, in Equipment Purchases, from $90,000 to $530,000. A total of $500,000 in new equipment purchases would support the Department's computer replacement program to retire and replace approximately 25 percent of the Department's existing personal computer stock by the end of FY 2001-02, as well as update four outdated network servers, ten printers, 12 Geographic Information System (GIS) workstations and related software. According to the Department, the computers and supporting equipment to be replaced are out-of-date and insufficient for their needs. In FY 2000-01 the Department

Department: CPC CITY PLANNING (continued)

received $70,000 to replace one-sixth of the Department's computer stock, and in prior years, the Department has requested supplemental appropriations to replace old computers. The Budget Analyst recommends approval of such equipment. The remaining $30,000 of the $530,000 budgeted for Equipment Purchases is to purchase a new automobile to support the new planning code enforcement team discussed in Comment No. 1 above. The Budget Analyst recommends reducing the amount budgeted for the new automobile by $4,000, from $30,000 to $26,000, to conform with guidelines developed by the Purchasing Department.

3. The Planning Department's budget continues to fund the Better Neighborhoods 2002 Project, which was initiated in 1999 and was estimated to cost $1.3 million per year for four years. The Board of Supervisors provided $1,260,317 to fund the program in FY 1999-00 and $1,191,390 in FY 2000-01. The budget for FY 2001-02 includes an additional $1,168,587 for the program, including $700,000 in Professional and Specialized Services. Therefore, if the Board of Supervisors approves the proposed request of $1,168,587 for FY 2001-02, the Better Neighborhoods 2002 Project will have received a total of $3,620,294 since FY 1999-00. The goal of the Better Neighborhoods 2002 is to provide neighborhood-wide profiles and planning, which incorporate analyses of land use, existing transportation nodes, urban design and the real estate market. The Planning Department is currently completing such profiles and plans for three City neighborhoods: Upper Market/Octavia, the Central Waterfront and the Balboa Park Area. According to Mr. Hogan, the Planning Department is currently working to select one of the following five areas to undergo the planning process next: the Geary Corridor, the Castro, the South of Market area (SOMA), Visitation Valley or the Outer Mission. The Budget Analyst considers the decision to fund the Better Neighborhoods 2002 Project to be a policy matter for the Board of Supervisors.

4. The Planning Department's budget includes funding to replace existing interim zoning controls with permanent zoning controls in the South of Market area, Mission District, Showplace Square area and the area near Pacific Bell Park. Mr. Hogan advises that the interim zoning controls were first implemented in August of 1999 and are set to expire in August of 2001. Developing permanent controls involves large-scale public outreach, environmental review, and economic and urban design studies. In May of 2001, the Board of Supervisors approved a $1.9 million supplemental appropriation to fund outside consulting contracts to complete such planning studies. In addition, the Planning Department would support the implementation of permanent industrial zoning controls with the three new positions that were previously approved by the Board of Supervisors as a budget exception in the to the FY 2001-02 Interim Annual Appropriation Ordinance. Mr. Hogan advises that the Planning Department must still undergo public outreach and reach consensus with different community groups, and thus the Planning Department is unable to provide an estimated completion date for the proposed permanent industrial zoning controls. Any proposed permanent industrial zoning controls will require approval by the Planning Commission and the Board of Supervisors.

5. The Mayor's Office increased the Planning Department's budget for the Transbay Terminal Project by $311,000, or 165 percent, from $189,000 to $500,000, to complete urban planning studies for developing the Transbay Terminal area. Of the $500,000 for such Professional and Specialized Services,

Department: CPC CITY PLANNING (continued)

the Redevelopment Agency would reimburse the Planning Department for $200,000. The remaining $300,000 would be funded in the Planning Department's budget with General Fund monies, according to Mr. Hogan. Mr. Hogan advises that the Planning Department needs to first develop a schedule for the Transbay Terminal Project and does not yet know when the Planning Department will select through a Request for Proposals (RFP) outside consultants to perform the Transbay Terminal planning studies. The Budget Analyst recommends placing the subject $500,000 on reserve pending selection of contractors and submission to the Finance Committee of budget details, including hourly rates and the number of hours.

COMMENT

The Mayor's budget provides an increase of $648,485 or 4.69 percent. Our recommended reductions, which total $188,975 would still allow an increase of $459,510 or 3.33 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CPC - City Planning

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Long Range Planning								
2492	027	Professional and Specialized Services				$500,000	$500,000	*
		* Reserve $500,000 for outside consulting contracts to perform urban planning studies of the Transbay Terminal area, pending selection of contractors and submission to the Finance Committee of budget details, including hourly rates and the number of hours.						
Better Neighborhoods 2002 Project								
2942	027	Professional and Specialized Services				700,000	700,000	*
		*The Budget Analyst considers the requested $700,000 for outside consulting contracts for the Better Neighborhoods 2002 Project to be a policy matter for the Board of Supervisors. If the funds are approved, the $700,000 should be placed on reserve pending selection of contractors and submission to the Finance Committee of budget details, including hourly rates and the number of hours.						
Current Planning (FDP)								
2947	001	Permanent Salaries				5,458,437	5,399,764	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2956	001	Attrition Savings - Misc.	9993M	1.87	2.78	(120,095)	(178,768)	58,67
		Increase in Attrition Savings to offset the effect of the Department's upward substitution of four positions, which would result in increased salary and fringe benefit costs made during previous years, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						

Department: CPC - City Planning

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2947	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				$1,323,200	$1,309,186	14,014
2947	060	Equipment Purchase * The recommended reduction is the total of the following specific recommendations.				530,000	526,000	*
2960	060	Automotive & Other Vehicles Reduce to conform with guidelines developed by the Purchasing Department.	VSML-N			30,000	26,000	4,000
dministration/Planning (FEF)								
2948	001	Permanent Salaries *The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				1,458,798	1,367,683	*
2958	001	Senior Administrative Analyst	1823	1.00	0.00	69,583	0	69,583
		Disapprove the one (1.0 FTE) requested new permanent position, not sufficiently justified. The Planning Department requested the 1823 Senior Administrative Analyst to serve as a liaison to the Board of Supervisors. The Department states that this position would represent the Director of Planning at Board of Supervisors meetings. However, the Department has numerous qualified employees already representing the Department before the Board of Supervisors. In addition, there would be many times that the Director of Planning would need to attend Board of Supervisors meetings, even if the proposed 1823 Senior Administrative Analyst position were approved. The Budget Analyst, however, is recommending approval of eight (6.75 FTE) of the nine (7.75 FTE) new requested positions, including four (3.0 FTE) new Planner III positions to serve as a new Planning Code Enforcement Team, one new Clerk (0.75 FTE), and the previously recommended approval of three (3.0 FTE) new positions in the FY 2001-02 Interim Annual Appropriation Ordinance to implement permanent industrial zoning controls.							
2959	001	Attrition Savings - Misc.	9999M	0.43	0.74	($29,917)	($51,449)	3921,532

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CPC - City Planning

Page No.	Object	Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		Increase in Attrition Savings to offset the effect of the Department's upward substitution of two positions, which would result in increased salary and fringe benefit costs made during previous years, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.					
2948	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.			328,376	307,203	21,17
		Total Recommended Reductions					**$188,97**
		Total Recommended Reserves					**$1,200,00**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: CSC CIVIL SERVICE COMMISSION

FINANCIAL DATA:

The Civil Service Commission proposed $744,872 budget for FY 2001-02 is $18,081 or 2.37 percent less than the original FY 2000-01 budget of $762,953. The net decrease from the revised FY 2000-01 budget is $18,081 or 2.37 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CIVIL SERVICE COMMISSION	$ 762,953	$ 762,953	$ 744,872	$ (18,081)
Total Expenditures	$ 762,953	$ 762,953	$ 744,872	$ (18,081)
Less: Work Order Recoveries	(110,718)	(110,718)	(90,530)	20,188
Net Expenditure	$ 652,235	$ 652,235	$ 654,342	$ 2,107

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 6.84 FTEs, which is 0.20 FTE less than the 7.04 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: CSC CIVIL SERVICE COMMISSION (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CIVIL SERVICE COMMISSION	7.04	7.04	6.84	(0.20)
Totals	7.04	7.04	6.84	(0.20)

DEPARTMENT REVENUES

General Fund support has increased by $2,107 or 0.30 percent.

DESCRIPTION

The increase in the Civil Service Commission net expenditures from FY 2000-01 original budget is $2,107. The net expenditure increase in the proposed budget is primarily related to:

- A $5,586 increase in Professional & Specialized Services due to increased funding for Administrative Law Judges/Hearing Officers (totaling $4,500) and Photocopy Machine and Delivery Service expenses (totaling $1,086);
- A $754 increase in Services of Other Departments for increases in services provided;
- A $1,853 increase in Salaries and Mandatory Fringe Benefits;
- A $500 decrease in Training expenses to reflect actual usage of Training; and,
- A $5,586 decrease in Other Materials and Supplies due to the completion of computer upgrades which no longer requires the purchase of data processing supplies.

Personnel: The number of full-time equivalent positions budgeted for FY 2001-02 is 6.84 FTEs, which is 0.20 FTE less than the 7.04 FTEs in the original FY 2000-01 budget. The decrease of 0.20 FTEs is due to the reclassification of a 1374 Special Assistant XV at 1.00 FTE to a 1272 Senior Departmental Personnel Officer at 0.80 FTE, which is a work order position funded by the Airport. The proposed budget also includes a position substitution of a 1372 Special Assistant XIII at 1.00 FTE for a 0951 Deputy Director I at 1.00 FTE as shown in the table below. The substitution of the 1372 Special Assistant XIII for a 0951 Deputy Director I is part of the MEA Management Classification/Compensation Plan.

Department: CSC CIVIL SERVICE COMMISSION (continued)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	Special Assistant XIII	$ 83,781	0951	Deputy Director I	$ 83,781
Exempt	1	1374	Special Assistant XV	93,281	1272	Senior Departmental Personnel Officer	75,105
Totals	2			$177,062			$158,886

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: CSC - Civil Service Commission

Page No.	Object		Position/ Equipment Number	Numbe From	Numbe To	Amou From	Amou To	Savings
2961	027	Professional & Specialized Services				34,586	12,106	22,480

The Department has not adequately justified the increase in Professional & Specialized Services. The projected expenditures for FY 2000-2001 are only $11,640 or $17,360 less than the FY 2000-01 budget of $29,000. The recommended reduction of $22,480 is based on projected expenditures for FY 2000-01 plus a cost of living adjustment.

Total Recommended Reductions **$22,480**

DEPARTMENT: ETH ETHICS COMMISSION

FINANCIAL DATA:

The Ethics Commission's proposed $742,164 budget for FY 2001-02 is $160,625 or 17.79 percent less than the original FY 2000-01 budget of $902,789. The net increase from the revised FY 2000-01 budget is $14,377 or 1.98 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ETHICS COMMISSION	$ 902,789	$ 727,787	$ 742,164	$ (160,625)
Total Expenditures	$ 902,789	$ 727,787	$ 742,164	$ (160,625)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 7.52 FTEs, which is 3.31 FTEs less than the 10.83 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ETHICS COMMISSION	10.83	7.10	7.52	(3.31)
Totals	10.83	7.10	7.52	(3.31)

Department: ETH ETHICS COMMISSION (continued)

SPECIAL ASSISTANT POSITIONS:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1367	Special Asst. VIII	$56,402	1823	Sr. Admin Analyst	$69,583
Exempt	1	1370	Special Asst. XI	70,627	1824	Principal Admin Analyst	81,354
Totals	2			$127,029			$150,937

There are no remaining Special Assistant positions in the Ethics Commission.

DEPARTMENT REVENUES

Department revenues have increased by $1,815 or 2.55 percent and General Fund support has decreased by $162,440 or 19.50 percent.

DESCRIPTION

The reduction in the Ethics Commission's FY 2001-02 original budget as compared to the proposed FY 2001-02 budget primarily results from a clerical error which incorrectly included $185,000 of Temporary Salaries-Misc funds, instead of the correct amount of $10,000 in the original FY 2000-01 budget. In fact, correcting this error, the budget for FY 2001-02 is $14,375, or 1.98 percent more than the original FY 2000-01 budget. In addition, there was (1) a $59,030 decrease in Other Current Expenses, due to a reduction of rent costs at 30 Van Ness Avenue, since the City is purchasing the building, and (2) a reduction of $21,697 of Materials and Supplies, due to one-time furniture and moving expenses incurred in FY 2000-01 from the move to the 30 Van Ness facility, which will not recur in FY 2001-02.

These reductions are partially offset by the following five upward substitutions, which are included in the proposed FY 2001-02 budget:

Department: ETH ETHICS COMMISSION (continued)

Current Class. Title and Annual Salary		Proposed Class. Title and Annual Salary		Annual Salary Difference
AA81, Executive Director	$89,073	0961, Department Head I	$97,249	$8,176
1367, Special Assistant VIII	56,402	1823, Sr. Admin. Analyst	69,583	13,181
1842, Management Assistant	59,260	1823, Sr. Admin Analyst	69,583	10,323
1370, Special Assistant XI	70,627	1824, Prin. Admin. Analyst	81,354	10,727
1426, Senior Clerk Typist	45,431	1408, Principal Clerk	54,533	9,102
Total				$51,509

In November of 2000, the voters of San Francisco approved Proposition O, which requires the Ethics Commission to implement a public matching funds program for candidates for the Board of Supervisors. The proposed budget includes $30,000 of Temporary Salary funds for the Ethics Commission to begin to implement the proposed program. There are various Charter Amendments currently pending before the Board of Supervisors, which could significantly change the operations and costs for the Ethics Commission.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: ETH - Ethics Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2967	001	Permanent Salaries - Misc				442,355	438,388	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
2968		Senior Administrative Analyst	1823	2.00	1.00	139,166	69,583	69,583
		Senior Management Assistant	1844	0.00	1.00	0	$65,616	(65,616)
		The 1823 Senior Administrative Analyst should be changed to an 1844 Senior Management Assistant, in accordance with DHR's recommendation.						
2967	013	Mandatory Fringe Benefits				112,180	111,584	596
		Corresponds to the reduction in Permanent Salaries - Misc.						
		Total Recommended Reductions						$4,563

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: HRD HUMAN RESOURCES

FINANCIAL DATA:

The Human Resource Department proposed $67,140,087 budget for FY 2001-02 is $241,811 or .36 percent more than the original FY 2000-01 budget of $66,898,276. The net decrease from the revised FY 2000-01 budget is $791,907 or 1.17 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	$ 3,479,748	$ 3,479,748	$ 4,147,926	$ 668,178
EMPLOYEE RELATIONS	3,037,826	3,434,106	2,110,481	(927,345)
EQUAL EMPLOYMENT OPPORTUNITY	683,820	685,320	678,425	(5,395)
HEALTH SERVICE SYSTEM	6,422,324	6,558,262	6,551,534	129,210
MANAGEMENT INFORMATION SYSTEM	4,626,556	5,126,556	4,151,787	(474,769)
MERIT SERVICE SYSTEM	3,236,707	3,236,707	3,356,410	119,703
TRAINING & ORGANIZATION DEVELOPMENT	531,662	531,662	384,446	(147,216)
WORKERS COMPENSATION	44,879,633	44,879,633	45,759,078	879,445
Total Expenditures	$ 66,898,276	$ 67,931,994	$ 67,140,087	$ 241,811
Less: Work Order Recoveries	(47,150,575)	(47,652,075)	(48,327,527)	(1,176,952)
Net Expenditures	$ 19,747,701	$ 20,279,919	$ 18,812,560	$ (935,141)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 214.43 FTEs, which is 3.09 FTEs more than the 211.34 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: HRD HUMAN RESOURCES (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	29.16	29.16	30.98	1.82
EMPLOYEE RELATIONS	15.78	15.78	15.87	0.09
EQUAL EMPLOYMENT OPPORTUNITY	8.98	8.98	8.96	(0.02)
HEALTH SERVICE SYSTEM	58.28	58.28	59.20	0.92
MANAGEMENT INFORMATION SYSTEM	16.05	16.05	15.43	(0.62)
MERIT SERVICE SYSTEM	34.62	34.62	36.06	1.44
TRAINING & ORGANIZATION DEVELOPMENT	5.48	5.48	4.48	(1.00)
WORKERS COMPENSATION	42.99	42.99	43.45	0.46
Totals	211.34	211.34	214.43	3.09

SPECIAL ASSISTANT POSITIONS RECOMMENDED FOR RECLASSIFICATION

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	2	1373	Special Assistant XIV	$259,956	923	Manager VI	$173,304
Provisional	1	1373	Special Assistant XIV		923	Manager VI	86,652
Exempt	2	1374	Special Assistant XIV	185,563	0931	Manager VII	185,563
Provisional	1	1375	Special Assistant XVI	100,328	1278	Deputy Director	113,848
Provisional	1	1375	Special Assistant XVI	100,328	1248	Assistant Division Manager	93,882
Total	7			$646,175			$653,249

REMAINING SPECIAL ASSISTANT POSITIONS

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Temporary	1	1365	Special Assistant VI	$48,729	Filled
Exempt	2	1372	Special Assistant XII	161,141	Filled
Temporary	1	1376	Special Assistant XVII	107,976	Filled
Total	4			$317,846	

Department: **HRD** HUMAN RESOURCES **(continued)**

DEPARTMENT REVENUES

General Fund support has decreased by $935,141 or 4.70 percent.

DESCRIPTION

The net increase in the Human Resources Department's expenditures from the FY 2000-2001 original budget of $66,898,276 is $241,811. Total increased expenditures for salaries and fringe benefit costs, rental costs, Workers Compensation Insurance, and reimbursements to other City Departments are $3,459,482. These increased expenditures of $3,459,482 are offset by $3,217,671 in decreased expenditures for travel and training, professional and specialized services, other current expenses, and materials and supplies, for a net increase of $241,811 ($3,459,482 less $3,217,671).

Increased expenditures of $3,459,482 include:

- $645,157 in increased salaries and fringe benefits costs, due to step increases, various upward substitutions, 2.5 proposed new positions, and MOU-related increases;
- $432,044 in increased rental costs;
- $2,289,303 in Workers Compensation Insurance costs for City General Fund Departments; and
- $92,979 in increased reimbursements to other City Departments, including increased costs for Light, Heat, and Power.

The increased expenditures of $3,459,482 in the proposed FY 2001-2002 budget have been offset by decreased expenditures of $3,217,671, for a net increase of $241,811.

Interdepartmental recoveries and expenditure recoveries increased by $1,176,952, for a total net decrease in the FY 2001-2002 HRD budget of $935,141 ($1,176,952 less $241,811).

The proposed DHR budget includes 2.0 new FTEs, representing 2.5 new positions, plus other adjustments, resulting in a net increase of 3.09 FTEs. The Budget Analyst recommends approval of 1.5 FTEs, representing 2 new positions, including 0.75 FTE Senior Clerk Typist and 0.75 FTE Senior Personnel Analyst.

Department: HRD - Human Resources

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Training and Organization Development								
2976	001	Permanent Salaries - Misc				$269,430	$262,507	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2994	001	Attrition Savings - Misc	9993M			(1,276)	(8,199)	$6,923
		Increase attrition savings to reflect actual FY 2000-2001 expenditure levels.						
2976	013	Mandatory Fringe Benefits				67,279	65,619	1,660
		Corresponds to increase in attrition savings.						
Merit Service System								
2981	001	Permanent Salaries - Misc				1,768,421	1,729,424	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2998	001	Personnel Technician	1203N	0.5	0.0	24,182	0	24,182
		Disapprove 0.5 new FTE which would duplicate an existing 0.5 FTE 1203. We are however recommending approval of 1.5 new FTEs, including 0.75 FTE Senior Clerk Typist and 0.75 FTE Senior Personnel Analyst.						

Department: HRD - Human Resources

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To		Savings
998	001	Management Assistant	1842S	1.0	0.75	$59,260	$44,445		$14,815
		Reduce by 0.25 FTE to reflect an actual hire date of October 1, 2001.							
999	001	Senior Personnel Analyst	1244S	1.0	0.75	83,729	62,797		20,932
		Reduce by 0.25 FTE to reflect an actual hire date of October 1, 2001.							
981	013	Mandatory Fringe Benefits				445,045	430,328		14,717
		Corresponds to reduction in salaries.							
Administration									
987	027	Professional & Specialized Services				100,000	100,000	*	
		* Reserve $100,000 for implementation of the Management Classification Compensation Plan (MCCP), pending submission of program and budget details, including all new positions created by DHR for implementation of MCCP and awards to outside contractors, including hourly rates and estimated hours, if applicable.							
Workers Compensation									
989	001	Permanent Salaries - Misc.				2,248,059	2,224,589		*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.							

Department: HRD - Human Resources

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3003	001	Assistant Division Manager	1248S	1.0	0.0	$93,882	$0	$93,88
		Assistant Division Manager	1248L	0.0	0.75	0	70,412	(70,41
		Reduce by 0.25 FTE to reflect the actual hire date of October 1, 2001, and designate the Assistant Division Manager position as "L" for limited tenure for a two-year period. The Workers Compensation Division is in the process of developing a new Risk Management Information System and other organizational changes. The entire staffing organization should be analyzed before permanently creating this new position with an annual salary of $93,882.						
2989	013	Mandatory Fringe Benefits				592,241	587,287	4,954
		Corresponds to reduction in salaries.						
Health Service System								
2992	001	Permanent Salaries - Misc.				2,972,877	2,949,407	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: HRD - Human Resources

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
007	001	Assistant Division Manager	1248S	1.0	0.0	$93,882	$0	$93,882
		Assistant Division Manager	1248L	0.0	0.75	0	70,412	(70,412)
		Reduce by 0.25 FTE to reflect an actual hire date of October 1, 2001 and designate the Assistant Division Manager position as "L" for limited-tenure for a two year period. The Health Service System is in the process of developing a new claims management system, which will result in organizational changes, and possibly reduce the ongoing need for some staff positions. The entire staffing organization should be analyzed before permanently creating this new position with an annual salary of $93,882.						
007	001	Senior Clerk Typist	1426N	0.75	0.0	34,073	0	34,073
		Senior Clerk Typist	1426L	0.0	0.75	0	34,073	(34,073)
		Designate one new Senior Clerk Typist position as "L" for limited-tenure for a two year period. The Health Service System is in the process of developing a new claims management system, which will result in organizational changes, and possibly reduce the ongoing need for some staff positions, which should be analyzed before creating a permanent new position.						
092	013	Mandatory Fringe Benefits				795,755	775,938	4,954
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: HRD - Human Resources

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2992	030	Rents & Leases - Buildings & Structures				$707,343	$653,039	$54,30
		Reduce the amount budgeted for rent for the property at 1145 Market Street by $54,304. The Real Estate Division is currently negotiating with the property owner regarding the new rental rate for the subject property, to be effective January 1, 2002. The proposed budget includes rent for 1145 Market Street of $359,764 for the period from January 1, 2002, through June 30, 2002 (13,576 square feet at $53 per square foot per year, or approximately $4.42 per square foot per month, for one-half year). Based on discussions with the Real Estate Division, our recommended reduction of $54,304 would provide rent of $305,460 for the period from January 1, 2002 through June 30, 2002 (13,576 square feet at $45 per square foot per year, or $3.75 per square foot per month, for one-half year).						
2992	027	Professional & Specialized Services				741,114	741,114 *	
		* Reserve $100,000 for a Request for Information (RFI) for the City Health Plan 1 Third Party Administrator Claims Contract, pending submision of budget details of the award of the contract, including hourly rates and the estimated hours.						
		Total Recommended Reductions						$194,383
		Total Recommended Reserves						$200,00

DEPARTMENT: MYR MAYOR

FINANCIAL DATA:

The Mayor's proposed $76,494,651 budget for FY 2001-02 is $22,578,149 or 41.88 percent more than the original FY 2000-01 budget of $53,916,502. The net increase from the revised FY 2000-01 budget is $18,458,479 or 31.81 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AFFORDABLE HOUSING	$ 20,000,000	$ 20,006,165	$ 40,000,000	$ 20,000,000
ASSISTANCE & NEIGHBORHOOD OUTREACH	1,575,028	1,575,028	1,347,507	(227,521)
CITY ADMINISTRATION	5,559,726	5,559,726	4,841,408	(718,318)
COMMUNITY DEVELOPMENT	290,000	4,173,902	400,000	110,000
CRIMINAL JUSTICE	4,012,930	4,033,783	3,821,362	(191,568)
FINANCE & LEGISLATIVE AFFAIRS	832,823	832,823	811,162	(21,661)
GRANTS FOR THE ARTS	15,113,809	14,853,809	17,275,703	2,161,894
MOSCONE EXPANSION PROJECT	-	-	-	-
NEIGHBORHOOD BEAUTIFICATION	727,852	1,196,602	736,195	8,343
OFFICE OF EMERGENCY SERVICE	657,822	657,822	1,293,917	636,095
Total Operating Expenditures	$ 48,769,990	$ 52,889,660	$ 70,527,254	$ 21,757,264
Capital Improvements & Fac. Maint.	$ 5,146,512	$ 5,146,512	$ 5,967,397	$ 820,885
Total Expenditures	$ 53,916,502	$ 58,036,172	$ 76,494,651	$ 22,578,149
Less: Work Order Recoveries	(1,343,049)	(1,343,049)	(1,115,049)	228,000
Net Expenditures	$ 52,573,453	$ 56,693,123	$ 75,379,602	$ 22,806,149

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 75.96 FTEs, which is .82 FTEs less than the 76.78 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: MYR MAYOR (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AFFORDABLE HOUSING	-	-	-	-
ASSISTANCE & NEIGHBORHOOD OUTREACH	16.48	16.48	16.69	0.21
CITY ADMINISTRATION	31.75	31.75	30.49	(1.26)
COMMUNITY DEVELOPMENT	-	-	-	-
CRIMINAL JUSTICE	7.38	7.38	7.39	0.01
FINANCE & LEGISLATIVE	8.42	8.42	8.39	(0.03)
GRANTS FOR THE ARTS	4.75	4.75	5.00	0.25
NEIGHBORHOOD BEAUTIFICATION	2.00	2.00	2.00	-
OFFICE OF EMERGENCY SERVICE	6.00	6.00	6.00	-
Totals	76.78	76.78	75.96	(0.82)

SPECIAL ASSISTANT POSITIONS:

*Special Assistant Positions Recommended for Substitution**

Exempt / Provisional	Count	Old Class	Title	Total Salary	New Class	Title	Total Salary
	1	1369	Special Asst X	$65,615	1371	Special Asst XII	$75,951
	1	1366	Special Asst VII	52,435	1368	Special Asst IX	60,709
	1	1370	Special Asst XI	70,627	1373	Special Asst XIV	86,652
	1	1374	Special Asst XV	93,281	1377	Special Asst XVIII	116,119
	1	1363	Special Asst IV	42,334	1366	Special Asst VII	52,435
	2	1363	Special Asst IV	84,668	1365	Special Asst VI	97,458
	1	1368	Special Asst IX	60,709	1372	Special Asst XIII	80,571
	1	1369	Special Asst X	65,615	1372	Special Asst XIII	80,571
	1	1368	Special Asst IX	60,709	1369	Special Asst X	65,615
	1	1371	Special Asst XII	75,951	1373	Special Asst XIV	86,652
Totals	11			$671,944			$802,733**

* All Special Assistant Positions in the Mayor's Office are exempt.
** Total salary increase is $130,789.

Department: MYR MAYOR (continued)

Remaining Special Asssistant Positions*

Program	Count	Class	Title	Total Salary	Filled / Vacant
Emerg. Serv	1	1363	Special Asst IV	$42,334	Filled
	1	1367	Special Asst VIII	56,402	Filled
	1	1369	Special Asst X	65,116	Filled
	1	1371	Special Asst XII	75,951	Filled
	1	1376	Special Asst XVII	107,976	Filled
Crim. Justice	1	1365	Special Asst VI	48,729	Filled
	1	1365	Special Asst VI	48,729	Vacant
	1	1370	Special Asst XI	70,627	Filled
	1	1373	Special Asst XIV	86,652	Filled
	1	1374	Special Asst XV	93,281	Filled
	1	1377	Special Asst XVIII	116,119	Vacant
Asst & Neigh	1	1363	Special Asst IV	42,334	Filled
	1	1364	Special Asst V	45,577	Filled
	3	1365	Special Asst VI	146,186	Filled
	5	1366	Special Asst VII	262,175	Filled
	1	1368	Special Asst IX	60,709	Filled
	1	1369	Special Asst X	65,615	Filled
	2	1371	Special Asst XII	151,902	Filled
Work Order	1	1369	Special Asst X	65,615	Filled
City Admin	1	1364	Special Asst V	45,518	Vacant
	2	1364	Special Asst V	91,037	Filled
	3	1366	Special Asst VII	157,305	Filled
	2	1367	Special Asst VIII	112,804	Filled
	2	1369	Special Asst X	131,231	Filled
	2	1370	Special Asst XI	141,253	Filled
	1	1371	Special Asst XII	75,951	Filled
	1	1372	Special Asst XIII	80,571	Filled
	3	1375	Special Asst XVI	300,985	Filled
	2	1377	Special Asst XVIII	232,238	Filled
City Admin	1	1366	Special Asst VII	$52,436	Filled
Work Order	1	1372	Special Asst XIII	80,571	Vacant
	2	1372	Special Asst XIII	161,142	Filled
	1	1377	Special Asst XVIII	116,119	Filled
Grants Arts	2	1367	Special Asst VIII	112,804	Filled
	1	1375	Special Asst XVI	100,328	Filled
Neigh. Beaut.	1	1367	Special Asst VIII	56,402	Filled
	1	1376	Special Asst XVII	107,976	Filled
Finance/Leg	1	1369	Special Asst X	65,615	Filled
	1	1372	Special Asst XIII	80,571	Vacant
	5	1372	Special Asst XIII	402,853	Filled
	1	1374	Special Asst XV	93,281	Filled
	1	1377	Special Asst XVIII	116,119	Filled
Totals	64			$4,567,138	

Department: MYR MAYOR (continued)

*Grant-Funded Special Assistant Positions**

Program	Count	Class	Title	Total Salary	Filled / Vacant
Criminal Just.	1	1372	XIII	$80,571	Filled
Grants	1	1373	XIV	84,199	Filled
	1.4	1373	XIV	121,313	Filled
	1	1373	XIV	86,652	Filled
Totals	4.4			$372,735	

*All Special Assistant Positions in the Mayor's Office are exempt.

DEPARTMENT REVENUES

Department revenues have increased by $22,830,331 or 51.06 percent and General Fund support has decreased by $ 24,182 or .30 percent. Department revenues have increased primarily due to (1) an increase of $20 million, or 100 percent increase from $20 million in FY 2000-01 to $40 million in FY 2001-02, from the proceeds from the original $100 million General Obligation Affordable Housing Bonds (Proposition A) approved by the San Francisco voters in 1996, (2) an increase of $2,161,894 from additional Hotel Taxes allocated by formula to the Grants for the Arts and (3) an increase of $820,885 from additional Hotel Taxes allocated by formula for low-income housing.

DESCRIPTION

The proposed FY 2001-02 budget for the Mayor is increasing primarily due to an additional $20 million, for a total of $40 million of Affordable Housing Bond proceeds appropriated for FY 2001-02. Since this program began, $60 million of Affordable Housing Bonds have been appropriated. In May of 2001, the Board of Supervisors authorized the sale of the remaining $40 million (of the original $100 million) of Affordable Housing Bonds, which are anticipated to be fully committed, and substantially expended, on individual housing projects by the end of FY 2001-02. Under the program, 85 percent of the bond proceeds is dedicated to developing rental housing and 15 percent is dedicated to assistance with downpayments for first-time homebuyers.

An additional $2,641,949 of Hotel Tax revenues is allocated for individual grants to be provided under the Grants for the Arts Division. Other increases include the Office of Emergency Service, whose budget is increasing by $636,095, primarily due to the inclusion of a $30,076 Department of Telecommunication and Information Services (DTIS) wireless infrastructure charge for the 800 MHz radio system and $511,625 of DTIS charges for the Mayor's Emergency Telephone System (METS), which would be used in the event of an emergency. These costs are being consolidated in FY 2001-02 in the Mayor's Office of Emergency Services, whereas they used to be allocated among various Mayor's division budgets. The proposed budget also includes an offset of approximately $175,000 of grant funds from the State and Federal governments for the Office of Emergency Services.

Department: MYR MAYOR (continued)

It should be noted that although the positions and funds supporting the Community Development Block Grant were included in the Mayor's budget in prior years, the 72 FTE positions and total of $38,663,000 of grant funds, that were recently approved by the Board of Supervisors (File 00-0621) have been transferred off-budget and are not included in the proposed FY 2001-02 budget. These 72 FTE positions are still identified in the FY 2001-02 Annual Salary Ordinance for Community Development.

The Mayor's proposed budget deletes one 1366 Special Assistant VII from Administration, annualizes one new position for an increase of 0.25 FTE (from .75 FTE to 1.0 FTE) in the Grants for the Arts, and makes minor other changes to position counts, resulting in an overall net reduction of 0.82 FTEs. However, the proposed budget also includes the upward substitutions of 11 Special Assistants, resulting in individual annual salary increases of $4,906 to $22,838, for a total annual increased cost of $130,789, as shown in the table above. There are no downward substitutions proposed in the Mayor's budget. The Mayor's Office advises that all of the proposed upward substitutions are due to an increase in responsibilities for each of these Special Assistants.

The Mayor's proposed budget also includes $300,000 for completion of the Gay and Lesbian Center, which is scheduled to open in the Fall of 2001. To date, the City has appropriated $5.7 million for the Center.

COMMENTS

The Mayor's budget provides an increase of $22,578,149. Our recommended reductions, which total $47,511, would still allow an increase of $22,530,638, or 41.79 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: MYR - MAYOR

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CGD		Criminal Justice						
3030	001	Permanent Salaries - Misc				$511,446	$501,008	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
3054		Attrition Savings - Misc				(41,969)	(52,407)	10,438
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 1370 Special Assistant XI to one 1373 Special Assistant XIV in October of 2000, which resulted in increased salary and fringe benefit costs during the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 1373 Special Assistant XIV position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department for the approximately eight month period (November of 2000 through June of 2001) because of this increase in Attrition Savings.						
3030	013	Mandatory Fringe Benefits				121,343	118,908	2,435
		Corresponds to the reduction in Attrition Savings - Misc.						

epartment: MYR - MAYOR

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
AJ		Assistance & Neighborhood						
040	001	Permanent Salaries - Misc				$811,557	$788,719	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
060		Attrition Savings - Misc	9993M			(36,283)	(59,121)	22,838
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 1374 Special Assistant XV to one 1377 Special Assistant XVIII in July of 2000, which resulted in increased salary and fringe benefit costs throughout the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 1377 Special Assistant XVIII position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department because of this increase in Attrition Savings.						
340	013	Mandatory Fringe Benefits				208,474	202,670	5,804
		Corresponds to the reduction in Attrition Savings - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: MYR - MAYOR

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FEQ		Grants for the Arts						
3045	001	Permanent Salaries - Misc				$330,847	$325,941	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
3064		Attrition Savings - Misc	9993M			0	(4,906)	4,906
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 1368 Special Assistant IX to one 1369 Special Assistant X in July of 2000, which resulted in increased salary and fringe benefit costs throughout the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 1369 Special Assistant X position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department because of this increase in Attrition Savings.						
3045	013	Mandatory Fringe Benefits				79,958	78,868	1,090
		Corresponds to the reduction in Attrition Savings - Misc.						
		Total Recommended Reductions						$47,511

Department: OCA ADMINISTRATIVE SERVICES – OFFICE OF CONTRACT ADMINISTRATION

FINANCIAL DATA:

The Department of Administrative Services – Office of Contract Administration proposed $5,071,959 budget for FY 2001-02 is $1,806,587 or 55.33 percent more than the original FY 2000-01 budget of $3,265,372. The net increase from the revised FY 2000-01 budget is $1,326,920 or 35.43 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CONTRACT ADMINISTRATION	$ -	$ 129,667	$ 1,440,097	$ 1,440,097
PROCUREMENT SERVICES	3,265,372	3,615,372	3,631,862	366,490
Total Expenditures	$ 3,265,372	$ 3,745,039	$ 5,071,959	$ 1,806,587
Less: Work Order Recoveries	(944,517)	(1,294,517)	(1,872,838)	(928,321)
Net Expenditures	$ 2,320,855	$ 2,450,522	$ 3,199,121	$ 878,266

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 51 FTEs, which is 11.29 FTEs more than the 39.71 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: OCA ADMINISTRATIVE SERVICES – OFFICE OF CONTRACT ADMINISTRATION (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CONTRACT ADMINISTRATION	-	1.12	11.50	11.50
PROCUREMENT SERVICES	39.71	39.71	39.50	(0.21)
Totals	39.71	40.83	51.00	11.29

There are no Special Assistant positions.

DEPARTMENT REVENUES

General Fund support has increased by $878,266 or 41.40 percent.

DESCRIPTION

The Department's FY 2001-02 budget proposes 7 new positions, equal to 5.25 FTEs adjusted for timing, and annualizes seven positions previously approved by the Board of Supervisors in May of 2001. The 7 new positions being requested in the FY 2001-02 budget include:

(a) One new 1952 Purchaser position, equal to 0.75 FTE, to work in the City's Computer Store, at a maximum salary cost of $41,499, plus mandatory fringe benefits.

(b) Two new 2978 Contract Compliance Offers II , equal to 1.50 FTEs, and four new 2992 Contract Compliance Officers I, equal to 3.00 FTEs, to monitor compliance with the Prevailing Wage Ordinance, at an increased salary cost of $344,149, plus mandatory fringe benefits.

These seven proposed new positions would have a total annual salary cost of $385,648, plus mandatory fringe benefits.

Department: OCA ADMINISTRATIVE SERVICES – OFFICE OF CONTRACT ADMINISTRATION (continued)

The seven positions previously approved in May of 2001 have a total FY 2001-02 salary cost of $540,397, plus mandatory fringe benefits. These positions comprise:

(a) One 2978 Contract Compliance Officer II position and three 2992 Contract Compliance Officer I positions to monitor compliance with the provisions of the Minimum Compensation and Health Accessibility Ordinances.
(b) One 0932 Manager VIII position and one 2978 Contract Compliance Officer II position for the Prevailing Wage compliance monitoring function.
(c) One 1426 Senior Clerk Typist position to support the above monitoring functions.

In addition, the Department has increased (a) its 027 Professional and Specialized Services budget by $150,000 for a computer consultant to assess its data processing needs, and (b) its 040 Materials and Supplies budget by $229,886 to provide office support services for its proposed new staff.

COMMENT

The Mayor's budget provides an increase of $1,806,587. Our recommended reductions, which total $351,900, would still allow an increase of $1,454,687 or 44.5% in the Department's budget.

Department: OCA - Office of Contract Administration

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FFB Contract Administration								
3024	001	Permanent Salaries - Misc.				$839,318	$648,676	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
3076	001	Contract Compliance Officer II	2978 N	1.50	0.00	139,473	0	$139,473
3076	001	Contract Compliance Officer I	2992 N	3.00	2.25	204,676	153,507	51,169
		In May of 2001, the Board of Supervisors approved a new 0932 Manager VIII and a new 2978 Contract Compliance Officer II to perform prevailing wage compliance monitoring. The Department is now requesting two additional 2978 Contract Compliance Officer II positions (1.50 FTEs in FY 2001-02) and four additional 2992 Contract Compliance Officer I positions (3.00 FTEs in FY 2001-02) for monitoring prevailing wage compliance. Therefore, the Department is requesting a total of six new positions (4.50 FTEs in FY 2001-02) for monitoring prevailing wage compliance. Pending determination of the actual number of construction projects and contractors to be monitored, and whether or not parking garage attendants and janitors are covered by the Department's monitoring program, the Budget Analyst recommends approval of 3 Contract Compliance Officers I (or 2.25 FTEs in FY 2001-02) of the requested 6 new positions (or 4.50 FTEs in FY 2001-02). The Budget Analyst is recommending approval of one new Purchaser position, for a total recommended approval of 4 of the 7 requested new positions.						
3074	013	Mandatory Fringe Benefits				199,430	157,935	41,495
		Corresponds to reductions in Permanent Salaries.						

Department: OCA - Office of Contract Administration

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
074	027	Professional and Specialized Services				$150,000	$150,000	*
		* The Budget Analyst recommends that $150,000 be placed on reserve, pending selection of an outside contractor and submission of budget details, including hourly rates and the estimated hours, to develop a computer contract compliance monitoring system.						
074	040	Material & Supplies				251,349	203,189	48,160
		Reduce Materials and Supplies by $48,160. The Budget Analyst has recommended approval of 4 of the 7 proposed new positions, and therefore, recommends corresponding reductions in Materials and Supplies, as follows: (a) $25,500 for office reconfiguration costs. (b) $10,000 for computers. (c) $7360 for telephones. (d) $1,700 for cabling. (e) $1,800 for phone services. (f) $1,800 for computer support. The recommended reduction of $48,160 would still result in an increase of $183,189 over the revised FY 2000-01 budget of $22,000. The revised budget amount of $183,189 allows for computer, telephone, cabling, phone service, and computer support services for the seven new positions approved in May of 2001.					
		Total Recommended Reductions						$280,297
		Total Recommended Reserves						$150,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: REG ELECTIONS

FINANCIAL DATA:

The Department of Elections proposed $8,471,292 budget for FY 2001-02 is $1,947,313 or 18.69 percent less than the original FY 2000-01 budget of $10,418,605. The net decrease from the revised FY 2000-01 budget is $4,359,200 or 33.98 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ELECTIONS	$ 10,418,605	$ 13,371,048	$ 8,471,292	$ (1,947,313)
Total Operating Expenditures	$ 10,418,605	$ 13,371,048	$ 8,471,292	$ (1,947,313)
Capital Improvements & Fac. Maint.	$ -	$ (540,556)	$ -	$ -
Total Expenditures	$ 10,418,605	$ 12,830,492	$ 8,471,292	$ (1,947,313)
Less: Work Order Recoveries	(91,665)	(91,665)	(91,665)	-
Net Expenditures	$ 10,326,940	$ 12,738,827	$ 8,379,627	$ (1,947,313)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 44.29 FTEs, which is 3.94 FTEs more than the 40.35 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: REG ELECTIONS (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ELECTIONS	40.35	50.96	44.29	3.94
Totals	40.35	50.96	44.29	3.94

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Total Salary	New Class	Title	Total Salary
Exempt	2	1367	Special Assistant VIII	$112,804	1410	Chief Clerk	$113,388
Exempt	3	1367	Special Assistant VIII	169,206	1842	Management Assistant	177,780
Exempt	1	1367	Special Assistant VIII	56,402	1844	Senior Management Assistant	61,610
Exempt	1	1365	Special Assistant VI	48,729	1408	Principal Clerk	49,455
Totals	7			$387,141			$402,233

DEPARTMENT REVENUES

Department revenues are projected to increase by $62,087 or 8.79 percent and General Fund support is projected to decrease by $2,009,400 or 20.90 percent. The projected increase in revenues would primarily result from (1) the elimination of discounted fees for early submission of ballot arguments, and (2) a ten percent increase in ballot argument fees beginning with the March of 2002 elections' Voter Information Pamphlet. The Budget Analyst notes that the proposed ten percent increase in fees would be subject to separate legislative approval (File 01-1066) by the Board of Supervisors approval. Such legislation is currently pending before the Rules Committee.

Department: REG ELECTIONS (continued)

DESCRIPTION

Although the proposed FY 2001-02 Department of Elections budget is $1,947,313 less than the original FY 2000-01 budget, the FY 2000-01 original budget included $3,241,940 for one-time equipment expenses to purchase the new Elections Systems and Software, Inc. (ES&S) optical scan voter technology system. If such one-time equipment expenses are deducted, the proposed FY 2001-02 operating budget is not $1,947,313 less, but actually approximately $1.3 million more, than the original FY 2000-01 operating budget. Approximately $551,000 of the $1.3 million increase results from additional personnel costs, including the addition of 9.0 FTE new permanent positions and ten upward substitutions. The remaining approximately $750,000 increase results primarily from increased costs for printing of the larger ballots and the Voter Information Pamphlet.

The Department of Elections received a supplemental appropriation of $2,411,887 in April of 2001, primarily to cover significant cost overruns of Temporary Salary, Overtime, Other Current Expenses and for additional Services of Other City Departments for the November and December of 2000 election. As previously reported, a new voting system coupled, high staff turnover and an overall lack of management and supervision resulted in the need for the supplemental appropriation of funds. The Department has proposed a new reorganization plan, which would create new permanent positions under three new divisions, to address many of the problems that occurred last year. However, currently the Department (1) lacks a Director and any permanent upper-level management staff, (2) has a 50% vacancy rate in the overall staffing, and (3) needs to prepare for an upcoming November of 2001 election. The Budget Analyst's Office is not confident that the Department of Elections will be able to effectively implement the proposed reorganization plan, and has therefore recommended that ten months of all the proposed FY 2001-02 salary related funds be placed on reserve, thus requiring the Department to report back to the Finance Committee on the progress of the Department in approximately two months.

The proposed FY 2001-02 budget includes an additional $1,000,000 Unappropriated Revenue Elections Reserve, which is not reflected in the proposed Department of Elections total budget of $8,471,292. This $1,000,000 Reserve was initially established to substantially pay for ten months of a new lease and the related moving, furniture and equipment, at a total estimated cost of $1,062,920. These costs had been originally anticipated to occur in FY 2001-02 for the Department of Elections. However, since a new lease was disapproved by the Finance Committee, these funds are now being requested to be set aside for the Department of Elections in the event of a runoff election, the need to lease additional space or for possible Temporary Salary and Overtime cost overruns. The Budget Analyst recommends that this $1,000,000 Reserve be eliminated and that the Department of Elections separately justify their need for such additional funds in the form of a supplemental appropriation request to the Board of Supervisors, if necessary, just like any other department which may require additional costs beyond what the Mayor has recommended in their FY 2001-02 budget, if such costs are not known and/or have not been explained and justified in detail at this time.

Department: REG - Elections

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3079	001	Permanent Salaries - Misc				$1,395,181	$1,395,181*	$0

* Reserve $1,162,651 (ten months of funding) for Permanent Salaries - Misc to allow for the total reorganization of the Department, including 12 substitutions and the hiring of 9.0 new FTE positions (8.25 FTEs requested in the Interim Budget plus .75 FTE 1052 Business Analyst), as is proposed in the FY 2001-02 budget. Given (1) the lack of a Director and any permanent upper-level management staff for the Department of Elections, (2) a current 50% vacancy rate in the overall staffing of the Department, (3) an upcoming November of 2001 election, and (4) the uncertainty of the Department's ability to implement its proposed reorganization plan, the Budget Analyst cannot recommend specific reductions at this time. Therefore, the Budget Analyst is recommending approval of all of the 9.0 new FTEs, with a 10 month reserve on such Permanent Salary funds. In two months, the Department should be in a position to request the release of some or all of the recommended reserved funds from the Finance Committee, based on a review of the Department's progress in filling the current vacant and proposed new positions with qualified staffpersons and effectively managing the Department.

382		Management Assistant	1842S	3.0	0.0	177,780	0	177,780
		Management Assistant	1842L	0.0	3.0	0	177,780	(177,780)

Change the three substituted 1842S Management Assistant permanent positions to limited tenure 1842L Management Assistant positions. The three 1842S Management Assistants are being proposed as substitutions for three existing 1367 Special Assistant VIII positions, which, according to DHR, are designated as temporary exempt positions. Furthermore, given the uncertainty surrounding the proposed reorganization of the Department, the Budget Analyst is hesitant to recommend the creation of these three new permanent positions at this time.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: REG - Elections

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3082		Senior Management Asst.	1844S	2.0	1.0	123,220	61,610	61,610
		Senior Management Asst.	1844L	0.0	1.0	0	61,610	(61,610)

Change one of the two substituted 1844S Senior Management Assistant permanent positions to a limited tenure 1844L Senior Management Assistant position. One of these 1844S Senior Management Assistants is being proposed as a substitution for a 1367 Special Assistant VIII position, which, according to DHR, is currently designated as a temporary exempt position. That temporary position should not be given permanent status, as is proposed in the FY 2001-02 budget, and we therefore recommend that position be designated as limited tenure. Furthermore, given the uncertainty surrounding the proposed reorganization of the Department, the Budget Analyst does not recommend the creation of such a new permanent position at this time and instead recommends a limited tenure position. The other 1844S Senior Management Assistant position is also being proposed as a substitution for a 1367 Special Assistant VIII position, however that position is currently designated permanent exempt by DHR, such that we recommend that this position continue as a permanent position. Implementation of this recommendation would result in one Senior Management Assistant position being permanent and one Senior Management Assistant position being limited tenure.

3079	005	Temporary Salaries - Misc	900,000	900,000*	0

* Reserve $750,000 (ten months of funding) for Temporary Salaries - Misc to allow for total reorganization of the Department, as discussed above under Permanent Salaries - Misc.

3079	009	Premium Pay	10,000	10,000*	0

* Reserve $8,333 (ten months of funding) for Premium Pay to allow for total reorganization of the Department, as discussed above under Permanent Salaries - Misc.

3079	011	Overtime	200,000	200,000*	0

* Reserve $166,667 (ten months of funding) for Overtime to allow for total reorganization of the Department, as discussed above under Permanent Salaries - Misc.

Department: REG - Elections

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
079	013	Mandatory Fringe Benefits				436,250	436,250*	0
		* Reserve $363,542 (ten months of funding) for Mandatory Fringe Benefits to allow for total reorganization of the Department, as discussed above under Permanent Salaries - Misc.						
079	027	Professional and Specialized Services				381,408	377,408	4,000
		Reduce the requested Elections Systems and Software, Inc. (ES&S) ancillary services contract from $150,000 to $146,000, in accordance with the ES&S actual contract payment schedule.						
079	030	Rents & Leases - Buildings & Structures				107,000	50,000	57,000
		Reduce to reflect actual rent costs for a storage warehouse on Pier 27.						
		Subtotal - Recommended Reductions						**$61,000**
		Subtotal - Recommended Reserves						**$2,451,193**
		Reapportionment						
080	PRG038	Reapportionment Project				$253,237	$253,237*	$0
		* These funds would pay for the staff, operating expenses and outside consultants to reapportion the 11 Board of Supervisors Districts, based on the 2000 US Census data. Reserve all of the $253,237 of budgeted funds for this Reapportionment Project, until the Director of the Department of Elections is hired, the Election Task Force has been formed and the consultant(s) have been identified, such that specific budget details, including hourly rates and estimated hours are available.						
		Subtotal Reapportionment Project - Recommended Reserves						$253,237

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: REG - Elections

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		Unappropriated Revenue - Designated Reserves						
		Elections Reserve				1,000,000	0.00	1,000,000

Eliminate the proposed $1,000,000 Unappropriated Election Reserve set aside for the Department of Elections. This reserve was originally established to pay approximately $1,062,920 ($572,920 for ten months of rent on a new lease and approximately $490,000 of additional moving, furniture and related equipment costs) for expenses anticipated to occur in FY 2001-02 for the Department of Elections. However, this lease was disapproved by the Finance Committee.

Subsequent to this lease being disapproved by the Finance Committee, the Mayor's Office now states that the Unappropriated Election Reserve funds would be needed in the event of a runoff election, for possible renting of additional space for the Department, or for unforeseen Temporary Salary and Overtime cost overruns. It should be noted that the proposed FY 2001-02 budget for the Department of Elections includes anticipated expenses for the November of 2001 and the March of 2002 elections, but does not include funds for potential runoff elections in either December of 2001 or March of 2002.

The Budget Analyst believes that funds for potential expenditures, such as a new lease and possible Temporary Salary and Overtime deficiencies should not be approved in the FY 2001-02 budget. The Budget Analyst recommends that if a runoff election is needed or other possible unforeseen expenses are required, the Department of Elections should separately justify their need for such additional funds in the form of a supplemental appropriation request to the Board of Supervisors, if necessary, in the same manner as any other department which may require additional costs beyond what the Mayor has recommended in their FY 2001-02 budgets, if such costs are not known and/or have not been explained and justified in detail at this time.

Total Recommended Reductions	$1,061,000
Total Recommended Reserves	$2,704,430

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: RET RETIREMENT SYSTEM

FINANCIAL DATA:

The Retirement System's proposed $14,310,292 budget for FY 2001-02 is $688,942 or 5.06 percent more than the original FY 2000-01 budget of $13,621,350. The net increase from the revised FY 2000-01 budget is $688,942 or 5.06 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	$ 901,876	$ 901,876	$ 917,099	$ 15,223
EMPLOYEE DEFERRED COMPENSATION PLAN	405,120	405,120	421,897	16,777
INVESTMENT	1,361,307	1,361,307	1,589,737	228,430
RETIREMENT SERVICES	10,953,047	10,953,047	11,381,559	428,512
Total Expenditures	$ 13,621,350	$ 13,621,350	$ 14,310,292	$ 688,942

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 77.36 FTEs, which is 6.41 FTEs more than the 70.95 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	6.00	6.00	6.00	-
EMPLOYEE DEFERRED COMPENSATION PLAN	1.00	1.00	1.75	0.75
INVESTMENT	13.59	13.59	14.32	0.73
RETIREMENT SERVICES	50.36	50.36	55.29	4.93
Totals	70.95	70.95	77.36	6.41

Department: **RET RETIREMENT SYSTEM (continued)**

The Department has requested the following new Special Assistant positions:

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	0.75	1370	Special Assistant XI	$52,970	Vacant
Provisional	0.75	1371	Special Assistant XII	56,963	Vacant
Totals	1.50			$109,933	

DEPARTMENT REVENUES

Department revenues have increased by $678,465 or 5.08 percent and General Fund support has increased by $10,477 or 4.10 percent.

DESCRIPTION

In FY 2001-02, the Department's proposed budget increase is $688,942. This budget increase includes $463,601 more for permanent salary costs related to new positions, upward substitutions, and annualization of new positions approved for partial year funding in FY 2000-01, plus $130,658 more for mandatory fringe benefits costs. The Department also proposes to spend $97,233 more on equipment in FY 2000-01, primarily related to computer equipment purchases, all workplace modifications to meet the requirements of the Americans with Disabilities Act, and ergonomic equipment.

Key personnel changes comprise:

1. The proposed addition of a new 0.75 FTE 1371 Special Assistant XII as the Deferred Compensation Program Manager, with support from a new 0.5 FTE 1426 Senior Clerk Typist and a new 0.5 FTE 1650 Senior Accountant. These staff will be responsible for administering the Deferred Compensation Plan, a voluntary program added to the Retirement System in FY 1997-98. The Department currently provides clerical support services to the Deferred Compensation Program on a reimbursement basis.
2. The proposed addition of a new 0.75 FTE 1370 Special Assistant XI as the Pension Administration Project Specialist – Administration and Quality Assurance, to implement the new Pension Administration Systems Project.
3. The proposed addition of three new 0.75 FTE 1750 Microphoto/Imaging Technicians to replace current temporary staff who are responsible for converting incoming documents into an electronic format.
4. The proposed substitution of the current 1115 Chief Investment Officer position, which has a maximum salary of $127,760, with a AC31 Deputy Director of Investment position, which has a maximum salary of $228,790, an increase of $101,030 or 79.1 percent. If approved, this would be the highest paid position in the City. According to Ms. Clare Murphy, Executive Director of

Department: RET RETIREMENT SYSTEM (continued)

the Retirement System, such a high salary scale is required to attract and retain the caliber of applicant that the Retirement Board is seeking, particularly given the highly competitive private financial sector in the Bay Area. The Budget Analyst considers the proposed salary range for the new AC31 Deputy Director of Investment position to be a policy matter for the Board of Supervisors.

COMMENT

The Mayor's budget provides an increase of $688,942. Our recommended reductions, which total $191,827, would still allow an increase of $497,115 or 3.65% in the Department's budget.

Department: RET - Retirement System

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
EDC Employee Deferred Compensation Plan								
3091	001	Permanent Salaries - Misc.				$105,866	$100,187	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
3095	001	Senior Clerk Typist	1426 N	0.50	0.375	22,715	17,036	$5,679
		Reduce to reflect estimated start date of October 1, 2001.						
3091	013	Mandatory Fringe Benefits				26,354	24,787	1,567
		Corresponds to reduction in Permanent Salaries.						
FDD Retirement Services								
3092	001	Permanent Salaries - Misc.				2,854,237	2,799,643	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
3096	001	Microphoto/Imaging Technician	1750 N	2.25	1.50	81,375	54,249	27,126
		The Department currently employs one permanent 1.00 FTE 1750 Microphoto/Imaging Technician. The Department proposes adding another three 1750 positions (2.25 FTE in FY 2001-02) to process the projected 300,000 pages of new documents to be imaged annually. However, the projected workload volume only justifies an additional 2.00 FTE 1750 Microphoto/Imaging Technician positions. Due to an anticipated hire date of October 1, 2001, these 2.00 FTE recommended positions should be reduced to 1.50 FTEs in FY 2001-02.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: RET - Retirement System

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
96	001	Senior Accountant	1652 A	2.00	1.625	106,384	86,437	19,947
		The Department has requested a new 0.5 FTE 1652 Senior Accountant for the Employee Deferred Compensation Plan. There should therefore be a commensurate reduction in the 1652 Senior Accountant FTE count in the Retirement Services budget, as the staffing for that work has been transferred to the Employee Deferred Compensation Program budget.						
97	001	Attrition Savings - Misc.	9993M	(1.58)	(1.71)	(91,493)	(99,014)	7,521
		Increase attrition savings by $7,521 to offset the effect of the Department's upward substitution of a 1203 Personnel Technician to a 1222 Senior Payroll and Personnel Clerk, which has resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled position, at the higher salary and fringe benefit cost, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
92	005	Temp Salaries - Misc.				275,800	235,949	39,851
		Reduce to reflect actual projected expenditures. The recommended reduction of $39,851 would still result in an increase of $16,059 over the original FY 2000-01 budget.						
91	013	Mandatory Fringe Benefits				26,354	7,925	18,429
		Corresponds to the reduction in Permanent Salaries and Temporary Salaries, and the increase in Attrition Savings.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: RET - Retirement System

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3092	022	Training				33,055	23,624	9,431
		Reduce to reflect actual FY 2000-01 expenditure, adjusted for cost of living.						
3092	060	Equipment Purchase				216,900	199,455	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
3100	060	H-P Optical Jukebox	RS014N	1	1	16,117	16,081	36
3100	060	Compaq Proliant ML530	RS016R	1	1	19,099	19,013	86
3100	060	Miscellaneous hardware	RS017N	1	1	14,996	13,581	1,415
3100	060	Nortell Networks Passport	RS018N	1	1	54,096	53,723	373
3100	060	Novell ZENworks 3	RS019N	1	1	6,513	5,701	812
3100	060	Windows Office 2000	RS020N	1	1	31,602	31,530	72
3100	060	Ciscowork 2000 LAN	RS021N	1	1	12,050	12,023	27
3100	060	HP Suresore & Julebox	RS022N	1	1	6,072	6,058	14
3100	060	Miscellaneous software	RS023N	1	1	9,179	9,006	173
3100	060	ADA workarea modification	RS024N	1	1	25,000	16,005	8,995
3100	060	Ergonomic equipment	RS025N	1	1	15,000	9,558	5,442

Reduce 060 Equipment Purchase budget by $17,445 due to the following reductions:

(a) $8,450 due to reduction to actual quoted prices, and due to miscalculation of sales tax at 8.5 percent, rather than the current 8.25 percent.
(b) $8,995 for ADA workarea modifications to reflect actual FY 2000-01 expenditure, adjusted for cost of living.

The recommended reduction of $17,445 would still result in an increase of $79,988 over the original FY 2000-01 budget.

Department: RET - Retirement System

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
OF Investment								
93	001	Permanent Salaries - Misc.				1,261,328	1,223,196	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
98	001	Deputy Director for Investment	AC31 S	1.00	0.83	228,790	190,658	38,132
		The Budget Analyst considers the proposed Deputy Director for Investment position, at a maximum annual salary of $228,790, to be a policy matter for the Board of Supervisors. If the Board of Supervisors approves the proposed salary range, the anticipated hire date for the new Deputy Director for Investment position, at that salary range, is September 1, 2001. Therefore, this new position should be budgeted for 10 months in FY 2001-02 (0.83 FTE), permitting a reduction of $38,894.						
93	013	Mandatory Fringe Benefits				266,409	259,710	6,699
		Corresponds to reduction in Permanent Salaries.						
		Total Recommended Reductions						$191,827

DEPARTMENT: TTX TREASURER/TAX COLLECTOR

FINANCIAL DATA:

The Treasurer/Tax Collector's proposed $18,217,051 budget for FY 2001-02 is $2,592,494 or 12.46 percent less than the original FY 2000-01 budget of $20,809,545. The net decrease from the revised FY 2000-01 budget is $2,592,494 or 12.46 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DEPARTMENTAL MANAGEMENT	$ 3,815,557	$ 3,815,557	$ 1,761,332	$ (2,054,225)
LEGAL SERVICE	538,410	538,410	553,320	14,910
TAX ASSESSMENT	470,493	470,493	484,063	13,570
TTX TAXPAYER ASSISTANCE	873,534	873,534	944,378	70,844
TTX-BUSINESS TAX	7,057,598	7,056,598	5,356,819	(1,700,779)
TTX-DELINQUENT REVENUE	3,349,185	3,349,185	3,527,893	178,708
TTX-INVESTMENT	759,156	759,156	758,912	(244)
TTX-PROPERTY TAX/LICENSING	1,776,179	1,791,179	2,483,792	707,613
TTX-TREASURY	2,169,433	2,155,433	2,346,542	177,109
Total Expenditures	$ 20,809,545	$ 20,809,545	$ 18,217,051	$ (2,592,494)
Less: Work Order Recoveries	(1,260,741)	(1,260,741)	(1,347,161)	(86,420)
Net Expenditures	$ 19,548,804	$ 19,548,804	$ 16,869,890	$ (2,678,914)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 184.59 FTEs, which is 2.16 FTEs more than the 182.43 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: TTX TREASURER/TAX COLLECTOR (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DEPARTMENTAL MANAGEMENT	16.78	16.78	17.14	0.36
LEGAL SERVICE	5.76	5.76	5.76	-
TAX ASSESSMENT	7.13	7.13	7.13	-
TTX TAXPAYER ASSISTANCE	11.52	11.52	11.93	0.41
TTX-BUSINESS TAX	45.47	45.47	45.59	0.12
TTX-DELINQUENT REVENUE	44.62	44.62	44.72	0.10
TTX-INVESTMENT	5.45	5.45	5.45	-
TTX-PROPERTY TAX/LICENSING	13.03	13.03	13.27	0.24
TTX-TREASURY	32.67	32.67	33.60	0.93
Totals	182.43	182.43	184.59	2.16

The following positions have been reclassified under the Managerial Executive Association (MEA) Management Classification and Compensation Plan.

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1372	Special Assistant XIII	$80,571	0922	Manager V	$83,781
Exempt	1.00	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	1.00	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	1.00	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	1.00	1374	Special Assistant XV	93,281	0931	Manager VII	96,998
Exempt	1.00	1374	Special Assistant XV	93,281	0931	Manager VII	96,998
Exempt	1.00	1376	Special Assistant XVII	107,976	0933	Manager IX	112,278
Totals	7.00			$616,822			$641,398

Department: TTX TREASURER/TAX COLLECTOR (continued)

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	5.00	1367	Special Assistant VIII	$280,083	Filled
Totals	5.00			$280,083 ($56,017 each)	

DEPARTMENT REVENUES

Department revenues have increased by $488,148 or 14.03 percent and General Fund support has decreased by $3,167,062 or 19.70 percent.

DESCRIPTION

The Department's proposed FY 2001-02 budget is $2,592,494 less than the original FY 2000-01 budget primarily due to $2,162,050 having been appropriated in FY 2001-02 (of which $1,162,050 is still on reserve) for a new Business Tax System. This project was delayed due to a decision not to continue with the original vendor selected by the Department. The project will now begin in FY 2001-02 subsequent to the award of contract through a Request for Proposals process. No additional funding has been budgeted for this project in FY 2001-02. However, the Treasurer/Tax Collector will be required to obtain release of the $1,162,050 in reserved funds prior to completing the project.

The balance of the FY 2001-02 budget decrease is attributable to a $1,193,676 reduction in the use of services of other departments, offset against increased personnel costs resulting from the annualization of new positions approved for partial year funding in FY 2000-01 and cost of living adjustments for temporary salaries.

epartment: TTX - Treasurer/Tax Collector

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CN Property Tax/Licensing								
12	001	Permanent Salaries - Misc.				$481,849	$464,453	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
26	001	Senior Administrative Analyst	1823 S	1.00	0.75	69,583	52,187	$17,396
		Reduce the vacant 1.00 FTE 1823 Senior Administrative Analyst position to a 0.75 FTE position, due to the projected hire date of October 1, 2001.						
12	013	Mandatory Fringe Benefits	9993M			134,830	130,788	4,042
		Corresponds to reductions in Permanent Salaries.						
CO Business Tax								
114	001	Permanent Salaries - Misc.				2,536,364	2,508,711	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: TTX - Treasurer/Tax Collector

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3128	001	Principal Accountant	1654 S	2.00	0.75	129,352	48,507	80,845
3128	001	Senior Accountant	1652 S	0.00	1.00	0	53,192	(53,192)

The Department proposes to replace 2.00 FTE 1652 Senior Accountants with 2.00 FTE Principal Accountants to attract more highly skilled and experienced accountants in order to (a) recruit staff who are better equipped to handle the high volume of documentation required of these positions, and (b) provide greater management oversight. In order to evaluate the benefits of substituting the higher classification, the Budget Analyst recommends that only one of the 1652 Senior Accountant positions be reclassified in FY 2001-02. Since it will not be possible to fill the reclassified position immediately, it should be funded as a 0.75 FTE.

3114	013	Mandatory Fringe Benefits	9993M			647,834	642,252	5,582

Corresponds to reductions in Permanent Salaries.

FEG Departmental Management

3120	001	Permanent Salaries - Misc.				1,230,214	1,217,451	*

* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.

3133	001	Administrator III	1023 S	1.00	0.00	71,984	0	71,984
3133	001	Administrator II	1022 S	0.00	1.00	0	59,221	(59,221)

Although the Department of Human Resources has approved this substitution, the Budget Analyst recommends disapproval since the Department has not provided adequate justification for upgrading this filled position from a 1022 Administrator II to a 1023 Administrator III at a total increased annual salary and fringe benefit cost of $14,680 at the top step.

epartment: TTX - Treasurer/Tax Collector

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
14	013	Mandatory Fringe Benefits	9993M			647,834	645,917	1,917
		Corresponds to reductions in Permanent Salaries.						
20	027	Professional & Specialized Services				15,000	4,300	10,700
		Reduce to actual FY 2000-01 expenditure level, adjusted for cost of living.						
120	029	Maintenance Services - Equipment				6,600	6,200	400
		Reduce to reflect actual Departmental need.						
		Total Recommended Reductions						$80,453

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: GEN GENERAL CITY RESPONSIBILITY

FINANCIAL DATA:

The General City Responsibility proposed $435,817,269 budget for FY 2001-02 is $148,169,699 or 51.51 percent more than the original FY 2000-01 budget of $287,647,570. The net increase from the revised FY 2000-01 budget is $151,706,886 or 53.4 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DEPARTMENTAL TRANSFER ADJUSTMENT	$ (240,770,123)	$ (240,770,123)	$ (271,612,214)	$ (30,842,091)
GENERAL CITY RESPONSIBILITIES	528,417,693	524,880,506	707,429,483	179,011,790
Total Expenditures	$ 287,647,570	$ 284,110,383	$ 435,817,269	$ 148,169,699
Less: Work Order Recoveries	(2,611,795)	(2,384,508)	(1,220,457)	1,391,338
Net Expenditure	$ 285,035,775	$ 281,725,875	$ 434,596,812	$ 149,561,037

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 2.75 FTEs, which is .75 FTE more than the 2 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
GENERAL CITY RESPONSIBILITIES	2.00	2.00	2.75	0.75
Totals	2.00	2.00	2.75	0.75

Department: GEN GENERAL CITY RESPONSIBILITY (continued)

DEPARTMENT REVENUES

Department revenues have increased by $73,076,615 or 72.19 percent and General Fund support has increased by $76,484,422 or 41.60 percent.

DESCRIPTION

1. The General City Responsibility budget is comprised of general responsibilities not covered by other City departments, including General Fund supported debt service.

2. The primary changes in General City Responsibility expenditures, which have increased by $148,169,699 from the Original Fiscal Year 2000-01 budget, are as follows:

$5,300,000	Increase in Retiree Health Subsidy due to the November of 2000 Charter Amendment increasing benefits for retired City employees.
$9,200,000	Implementation costs associated with the Minimum Compensation and Healthcare Accessibility ordinances to be paid to non-profit service providers who experience verifiable cost increases due to such ordinances.
$2,750,000	Increase in San Francisco's partner obligation to the Peninsula Corridor Joint Powers Board
$62,800,000	Proceeds from the anticipated sale of Business Tax Settlement Bonds.
$16,000,000	Increased debt service for General Obligation Bonds (approximately $9,000,000) and debt service for Business Tax Settlement Bonds (approximately $7,000,000)
$30,800,000	Increased General Fund contribution to General Fund Subsidized departments (primarily San Francisco General Hospital, Laguna Honda Hospital and the Municipal Railway)
$11,700,000	General Fund transfer to the Moscone Expansion Project
$10,800,000	Increase in General Fund Reserves

Department: GEN GENERAL CITY RESPONSIBILITY (continued)

3. General Fund Reserves for FY 2001-2002 are shown in the table below.

General Fund – General Reserve	$30,000,000
Audit/Year-End Closing Adjustments	4,500,000
Board District Services Reserve	375,000
Elections Reserve	1,000,000
Litigation Reserve	7,975,707
Technical Adjustment Reserve	1,000,000
Salary and Benefits	46,880,219
Total Designated Reserves	$91,730,926

4. The General City Responsibility Budget also funds staff costs for Committee on Information Technology (COIT) administrative support positions. The proposed FY 2001-02 budget includes a 0.75 new 1842 Management Assistant position to assist COIT in its expanded responsibility to monitor and review all new City-wide information technology contracts for consistency, completeness and performance.

Department: GEN - General City Responsibility

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
44	097	Unappropriated Revenue Reserved				$91,730,926	$90,730,926	$1,000,000
		Reduce Reserves by $1,000,000 to implement recommendations concerning the funds reserved for the Department of Elections as explained in our separate report on the Department of Elections.						
		Total Recommended Reductions						$1,000,000

DEPARTMENT: ADP ADULT PROBATION

FINANCIAL DATA:

The Adult Probation Department's proposed $9,012,553 budget for FY 2001-02 is $805,659 or 8.21 percent less than the original FY 2000-01 budget of $9,818,212. The net decrease from the revised FY 2000-01 budget is $986,384 or 9.86 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION - ADULT PROBATION	$ 2,864,194	$ 3,000,180	$ 2,009,476	$ (854,718)
COMMUNITY SERVICES	4,799,350	4,844,089	4,864,574	65,224
PRE-SENTENCING INVESTIGATION	2,154,668	2,154,668	2,138,503	(16,165)
Total Expenditures	$ 9,818,212	$ 9,998,937	$ 9,012,553	$ (805,659)
Less: Work Order Recoveries	(94,000)	(140,000)	(294,100)	(200,100)
Net Expenditures	$ 9,724,212	$ 9,858,937	$ 8,718,453	$ (1,005,759)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 124.99 FTEs, which is 3.78 FTEs less than the 128.77 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: **ADP ADULT PROBATION (continued)**

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION - ADULT PROBATION	35.17	35.17	27.74	(7.43)
COMMUNITY SERVICES	64.84	64.84	67.00	2.16
PRE-SENTENCING INVESTIGATION	28.76	28.76	30.25	1.49
Totals	128.77	128.77	124.99	(3.78)

The Department has no Special Assistants.

DEPARTMENT REVENUES

Department revenues have decreased by $707,083 or 47.59 percent and General Fund support has decreased by $298,676 or 3.60 percent.

DESCRIPTION

The $805,659 decrease in proposed expenditures compared to the Department's original FY 2000-01 budget is comprised of several components. This decrease is mainly due to the expiration of the $688,191 Criminal Justice Treatment Network for Women Federal Grant on September 30, 2001. This decrease in the Department's proposed budget is primarily attributed to the following:

- $81,814 reduction in Permanent Salaries - Misc
- $211,233 reduction in Mandatory Fringe Benefits
- $99,771 reduction in Professional and Specialized Services
- $9,165 reduction in Other Current Expenses
- $35,137 reduction in Materials and Supplies
- $66,000 reduction in Equipment Lease/Purchase Option
- $345,301 reduction in Services to Other Departments

New positions are proposed in FY 2001-02: The Department is proposing three new 8444 Deputy Probation Officer positions in FY 2001-02. These positions are requested to reduce caseload per Deputy Probation Officer in the Department. The full year salary and benefits costs for these new positions will be approximately $210,330. For FY 2001-02, these three new positions are funded for 50 percent of the year and the additional costs will be $105,165.

Department: ADP - Adult Probation

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Pre-Sentencing Investigation - General Fund Non-Project								
13	001	Permanent Salaries - Misc * The recommended reduction in Permanent Salaries - Misc is the total of the following specific reductions regarding individual classifications.				1,638,658	1,554,681	*
20		Deputy Probation Officer Three new 8444 Deputy Probation Officer positions are proposed to be added to the Department in FY 2001-02 to reduce caseload per officer. Data on actual and projected caseloads per Deputy Probation Officer to justify these new positions have not been provided to the Budget Analyst. Presently, the Department has 78 Deputy Probation Officers. Data on caseloads for the existing 78 positions has not been provided to the Budget Analyst.	8444	1.50	0.00	$83,977	$0	$83,977
13	013	Mandatory Fringe Benefits Corresponds to the reduction in Permanent Salaries.				$396,579	$375,392	$21,187
		Total Recommended Reductions						$105,164

DEPARTMENT: AGW ADMINISTRATIVE SERVICES – CONSUMER ASSURANCE

FINANCIAL DATA:

The Department of Administrative Services – Consumer Assurance proposed $1,856,238 budget for FY 2001-02 is $274,072 or 17.32 percent more than the original FY 2000-01 budget of $1,582,166. The net increase from the revised FY 2000-01 budget is $210,572 or 12.80 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AG WTS & MEASURES INSPECTION	$ 1,582,166	$ 1,645,666	$ 1,741,238	$ 159,072
Total Operating Expenditures	$ 1,582,166	$ 1,645,666	$ 1,741,238	$ 159,072
Capital Improvements & Fac. Maint.	$ -	$ -	$ 115,000	$ 115,000
Total Expenditures	$ 1,582,166	$ 1,645,666	$ 1,856,238	$ 274,072
Less: Work Order Recoveries	(88,800)	(88,800)	(99,343)	(10,543)
Net Expenditures	$ 1,493,366	$ 1,556,866	$ 1,756,895	$ 263,529

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 23.45 FTEs, which is .55 FTE more than the 22.9 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: AGW ADMINISTRATIVE SERVICES – CONSUMER ASSURANCE (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AG WTS & MEASURES INSPECTION	22.90	23.57	23.45	0.55
Totals	22.90	23.57	23.45	0.55

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Old Count	Old Class	Old Title	Old Salary	New Class	New Title	New Salary
Provisional	1.00	1367	Special Assistant VIII	$56,402	1314	Public Relations Officer, High Risk Pest Exclusion Program	$57,018
Totals	1.00			$56,402			$57,018

The Department's sole Special Assistant position is being substituted, with the approval of the Department of Human Resources, to a 1314 Public Relations Officer to more accurately reflect the actual position responsibilities.

DEPARTMENT REVENUES

Department revenues have decreased by $7,514 or .64 percent and General Fund support has increased by $271,043 or 83.60 percent. This decline in non-General Fund Department revenues is attributable to a $52,829 reduction in Federal subventions and a $28,685 reduction in State grants and subventions, offset by increases in Farmer's Market fees and public safety charges.

DESCRIPTION

Due to the loss of Federal and State revenues, the Department's budget has eliminated two grant-funded positions. However, the Department's proposed FY 2001-02 budget requests three new permanent positions at a total FY 2001-02 cost of $101,409, including (a) one new 0.75 FTE 6218 Weights and Measures/Agriculture Inspector, to be funded through the California Department of Food

Department: AGW ADMINISTRATIVE SERVICES – CONSUMER ASSURANCE **(continued)**

and Agriculture Glassy Wing Sharpshooter Program, and (b) two new 0.75 FTE 6220 Inspectors of Weights and Measures, to implement the new Parking Lot Revenue Control Program, to be funded from program fees and the General Fund. The General Fund is estimated to pay approximately 81.0 percent of the total salary and fringe benefit costs for these two new positions in FY 2001-02.

A new facilities maintenance project for the proposed renovation of the Farmer's Market restroom is budgeted at $115,000.

COMMENT

The Mayor's budget provides an increase of $274,072. Our recommended reductions, which total $56,639, would still allow an increase of $217,433 or 13.7% in the Department's budget.

Department: AGW - Consumer Assurance

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
AOB Agriculture/Weights and Measures Inspection								
30	001	Permanent Salaries - Misc.				$1,040,271	$996,758	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
34	001	Inspector of Weights and Measures	6220 N	1.50	0.75	74,345	37,173	$37,172
		The Department has not provided adequate workload justification for the addition of two new 6220 Inspector of Weights and Measures positions to implement the new Parking Lot Revenue Control Program. The annual salary and fringe benefit cost of each of these two positions is $48,472, for a total cost of $96,944. The General Fund will fund $78,544, or 81.0 percent of that cost. However, in order to implement the Parking Revenue Control Program previously approved by the Board of Supervisors, which will become effective on July 9, 2001, the Budget Analyst does recommend approval of one of the two new 0.75 FTE Inspector of Weights and Measures positions.							
34	001	Account Clerk	1630 S	0.50	0.417	17,651	14,709	2,942
		Reduce the vacant 0.50 FTE1630 Account Clerk position to a 0.417 FTE position (half time for ten months), due to the projected hire date of September 1, 2001.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

epartment: AGW - Consumer Assurance

ge	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
	001	Attrition Savings - Miscellaneous	9993M	(1.16)	(1.23)	(57,078)	(60,477)	3,399
		Attrition Savings - Misc. has been increased by $3,399 to offset the effect of the Department's upward substitution of (1) a 1367 Special Assistant VIII position to a 1314 Public Relations Officer, and (2) a 6218 Weights and Measures/Agriculture Trainee position to a 6220 Inspector of Weights and Measures, which would result in increased salary and fringe benefits costs during the past year without the approval of the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit costs, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.					
	013	Mandatory Fringe Benefits				287,877	274,751	13,126
		Corresponds to reductions in Permanent Salaries.						
		Total Recommended Reductions						$56,639

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: ANC ADMINISTRATIVE SERVICES-ANIMAL CARE & CONTROL

FINANCIAL DATA:

The Department of Administrative Services – Animal Care & Control proposed $3,053,984 budget for FY 2001-02 is $198,437 or 6.95 percent more than the original FY 2000-01 budget of $2,855,547. The net increase from the revised FY 2000-01 budget is $198,437 or 6.95 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ANIMAL WELFARE	$ 2,845,547	$ 2,845,547	$ 3,043,984	$ 198,437
Total Operating Expenditures	$ 2,845,547	$ 2,845,547	$ 3,043,984	$ 198,437
Capital Improvements & Fac. Maint.	$ 10,000	$ 10,000	$ 10,000	$ -
Total Expenditures	$ 2,855,547	$ 2,855,547	$ 3,053,984	$ 198,437

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 41.9 FTEs, which is .02 FTE more than the 41.88 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: ANC ADMINISTRATIVE SERVICES – ANIMAL CARE & CONTROL (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ANIMAL WELFARE	41.88	41.88	41.90	0.02
Totals	41.88	41.88	41.90	0.02

DEPARTMENT REVENUES

General Fund Support has increased by $198,437 or 7.40 percent.

DESCRIPTION

The net increase in the Animal Care and Control Division expenditures from the FY 2000-2001 original budget of $2,855,547 is $198,437. These increased expenditures of $198,437 include:

- $78,720 for salaries and fringe benefits, including the upward substitution of three positions to create Assistant Supervisor positions, and MOU-mandated increases;
- $15,000 for service contracts to provide emergency medical services for sick and injured animals;
- $61,000 for one replacement low-emission sedan and one replacement Animal Control van;
- $9,070 for two replacement, industrial quality dishwashers; and
- $34,647 for increases in (a) services provided by other City Departments, including computer, heating and lighting, (b) travel expenses, and (c) equipment lease finance payments.

COMMENT

The Mayor's budget provides an increase of $198,437. Our recommended reductions, which total $3,700, would still allow an increase of $194,737 or 6.8% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Animal Care and Control

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
40	009	Premium Pay				$31,656	$27,956	$3,700
		Reduce by $3,700 to reflect actual current year expenditures and the reduced amount needed for Lead Worker Pay in FY 2001-2002 due to upward substitutions , creating 3 Assistant Supervisor positions.						
		Total Recommended Reductions						**$3,700**

DEPARTMENT: CME ADMINISTRATIVE SERVICES – MEDICAL EXAMINER

FINANCIAL DATA:

The Department of Administrative Services – Medical Examiner proposed $4,311,304 budget for FY 2001-02 is $113,019 or 2.69 percent more than the original FY 2000-01 budget of $4,198,285. The net increase from the revised FY 2000-01 budget is $113,019 or 2.69 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
MEDICAL EXAMINER - ADMINISTRATION	$ 740,443	$ 740,443	$ 967,744	$ 227,301
MEDICAL EXAMINER - INVESTIGATIVE SERVICE	1,261,600	1,261,600	1,320,978	59,378
MEDICAL EXAMINER - MEDICAL SERVICES	2,196,242	2,196,242	2,022,582	(173,660)
Total Expenditures	$ 4,198,285	$ 4,198,285	$ 4,311,304	$ 113,019
Less: Work Order Recoveries	(15,734)	(15,734)	(17,650)	(1,916)
Net Expenditures	$ 4,182,551	$ 4,182,551	$ 4,293,654	$ 111,103

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 35.49 FTEs, which is 0.24 FTE less than the 35.73 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: CME ADMINISTRATIVE SERVICES – MEDICAL EXAMINER (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
MEDICAL EXAMINER - ADMINISTRATION	7.13	7.13	7.12	(0.01)
MEDICAL EXAMINER - INVESTIGATIVE SERVICE	13.91	13.91	14.00	0.09
MEDICAL EXAMINER - MEDICAL SERVICES	14.69	14.69	14.37	(0.32)
Totals	35.73	35.73	35.49	(0.24)

DEPARTMENT REVENUES

- General Fund support has increased by $111,103 or 2.80 percent.

DESCRIPTION

The increase in the Medical Examiner net expenditures from FY 2000-01 original budget is $111,103. The net expenditure increase in the proposed budget is primarily related to:

- A net increase of $44,213 in the Materials and Supplies Budget due to the one-time purchase of six medical cots ($9,180), five 800 MHz radios ($6,000), one digital transcription service equipment ($15,000); hardware and software computer upgrades ($16,300); and, a decrease in supplies needed for work order drug tests for new recruits (-$2,267);
- An increase of $47,841 in Permanent Salaries – Misc; and,
- A $7,575 increase in Other Current Expenses to cover the increased costs of the service maintenance contracts for the lab and autopsy equipment.

The Department is also requesting $150,700 to purchase: (a) new equipment which processes human tissue for microscopic slide preparation to replace old equipment ($47,100); (b) new autopsy room cabinets to replace original cabinets which are broken and rusted ($38,750); (c) new rear security doors to replace old security doors which have increasingly failed to lock ($35,900); (d) a separate server and network for the Toxicology Lab ($21,000); and, (e) autopsy lift and storage equipment which will improve storage and prevent potential lifting injuries ($7,950). The equipment request for FY 2001-2002 is $29,300 less than the equipment request for FY 2000-01.

Department: CME ADMINISTRATIVE SERVICES – MEDICAL EXAMINER (continued)

Personnel: The number of full-time equivalent positions budgeted for FY 2001-02 is 35.49 FTEs, which is 0.24 FTE less than the 35.73 FTEs in the original FY 2000-01 budget. The decrease of 0.24 FTEs is due to an increase of 0.24 FTEs in Attrition Savings. The proposed budget includes two reclassifications: (1) 1.0 FTE 1440 Medical Transcriber to 1.0 FTE 1840 Junior Administrative Assistant, which was approved by the Department of Human Resources and would increase permanent salaries by $3,916 for FY 2001-2002; and, (2) 5.0 FTEs AC28 Chief Forensic Pathologist to 5.0 FTEs 2598 Assistant Medical Examiner, which would reduce permanent salaries by $34,913 for FY 2001-2002.

COMMENT

The Mayor's budget provides an increase of $113,019. Our recommended reductions, which total $24,131, would still allow an increase of $88,888 or 2.12% in the Department's budget.

Department: CME - Medical Examiner

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Medical Examiner - Administration (ASG)								
48	005	Temporary Salaries - Misc The Department's total projected expenditures for Temporary Salaries - Misc for FY 2000-01 are $80,912, or $20,574 less than the budgeted $101,486. The Budget Analyst recommends a total reduction in Temporary Salaries - Misc. of $22,412. The recommended total reduction for the Department's Temporary Salaries - Misc. of $22,412 is based on actual expenditures in FY 2000-01 plus a cost of living adjustment. The recommended reduction of $1,404 for the Department's Administration Division is based on its percentage of the Department's total budget for Temporary Salaries - Misc.				$ 6,677	$ 5,273	$ 1,404
48	013	Mandatory Fringe Benefits Corresponds to the reduction in Temporary Salaries - Misc.				112,156	112,048	108
Medical Examiner - Medical Services (ASM)								
49	005	Temporary Salaries - Misc The Department's projected total expenditures for Temporary Salaries - Misc for FY 2000-01 are $80,912, or $20,574 less than the budgeted $101,486. The recommended total reduction for the Department's Temporary Salaries - Misc. of $22,412 is based on actual expenditures in FY 2000-01 plus a cost of living adjustment. The recommended reduction of $4,768 for the Department's Medical Services Division is based on its percentage of the Department's total budget for Temporary Salaries - Misc.				22,670	17,902	4,768

Department: CME - Medical Examiner

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
49	013	Mandatory Fringe Benefits Corresponds to the reduction in Temporary Salaries - Misc.				266,525	266,159	366
Medical Examiner - Investigative Services (ASN)								
50	005	Temporary Salaries - Misc. The Department's projected total expenditures for Temporary Salaries - Misc for FY 2000-01 total $80,912, or $20,574 less than the budgeted $101,486. The recommended total reduction for the Department's Temporary Salaries - Misc. of $22,412 is based on actual expenditures in FY 2000 01 plus a cost of living adjustment. The recommended reduction of $16,240 for the Department's Investigative Services Division is based on its percentage of the Department's total budget for Temporary Salaries - Misc.				77,214	60,974	16,240
50	013	Mandatory Fringe Benefits Corresponds to the reduction in Temporary Salaries - Misc.				219,456	218,211	1,245
		Total Recommended Reductions						**$ 24,131**

DEPARTMENT: CRT TRIAL COURTS

FINANCIAL DATA:

The Trial Courts' proposed $38,571,028 budget for FY 2001-02 is $13,425 or .03 percent less than the original FY 2000-01 budget of $38,584,453. The net decrease from the revised FY 2000-01 budget is $126,245 or .33 percent. The $38,571,028 includes $23,391,990 of City funds mandated to be added to the State Trial Court Agency Fund used to fund the Trial Courts. Otherwise, the $38,571,028 budget amount excludes Trial Court expenditures that will be funded by the State Trial Court Agency Fund in FY 2001-02. When the $38,571,028 is combined with State Trial Court Agency Fund funding, which is estimated to be $37,768,639 in FY 2001-02, the Trial Court's total budget will be $76,339,667.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
COURT HOUSE DEBT SERVICE	$ 4,477,223	$ 4,477,223	$ 4,492,114	$ 14,891
DISPUTE RESOLUTION PROGRAM	422,573	462,253	401,500	(21,073)
DISTRICT ATTORNEY CHILD SUPPORT SERVICES	1,225,791	1,225,791	1,471,606	245,815
INDIGENT DEFENSE/GRAND JURY	6,569,430	6,569,430	7,010,430	441,000
TRIAL COURT SERVICES	25,138,436	25,211,576	25,139,378	942
Total Operating Expenditures	$ 37,833,453	$ 37,946,273	$ 38,515,028	$ 681,575
Capital Improvements & Fac. Maint.	$ 751,000	$ 751,000	$ 56,000	$ (695,000)
Total Expenditures	$ 38,584,453	$ 38,697,273	$ 38,571,028	$ (13,425)

Department: CRT TRIAL COURTS (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 18.5 FTEs, which is the same as the 18.5 FTEs in the original FY 2000-01 budget. The 18.5 FTE total excludes FTEs funded by the State Trial Court Agency Fund in FY 2001-02. When combined with the total number of FTEs funded by the State Trial Court Agency Fund, which is 498.37 FTEs, the Trial Court's total FTEs will be 516.87. The FTE allocations by program are as follows:

	Fiscal Year 2000-2001		Mayor's Budget Fiscal Year	Increase (Decrease) From 2000-2001
Full Time Equivalents	Original	Revised	2001-2002	Original Budget
DISTRICT ATTORNEY CHILD SUPPORT SERVICES	16.75	16.75	17.50	0.75
TRIAL COURT SERVICES	1.75	1.75	1.00	(0.75)
Totals	18.50	18.50	18.50	-

DEPARTMENT REVENUES

Department revenues have decreased by $721,182 or 10.45 percent and General Fund support has increased by $707,757 or 2.20 percent.

DESCRIPTION

Under State law, the Board of Supervisors has authority over only a portion of the total Trial Court budget. For FY 2001-02, the amount subject to Board review and approval is $15,179,038. That is the amount remaining from the total Trial Courts proposed budget of $76,339,667 after deducting State Trial Court Agency Fund funding of $37,768,639 and the mandated local contribution of $23,391,990. The table on the following page shows the funding sources of the Trial Court's budget.

Department: CRT TRIAL COURTS (continued)

A breakdown of funding sources and proposed expenditures for FY 2001-02 is as follows:

Source	Funds Provided by	Proposed Expenditure Amount
State Trial Court Agency Fund	State Funds	$37,768,639
State Mandated Local Contribution to State Trial Court Agency Fund	City & County General Fund, as mandated by the State to obtain State Trial Court Agency funding	23,391,990
TOTAL STATE FUNDING		$61,160,629
City & County	1. City and County GF supported, at discretion of City & County	9,007,236
	2. Courthouse Construction Fund	4,492,114
	3. Filing Fees & Other Funds	1,679,688
TOTAL CITY & COUNTY FUNDING		15,179,038
TOTAL OPERATING BUDGET		**$76,339,667**

Department: CRT TRIAL COURTS (continued)

The approximately $15,179,038 in proposed FY 2001-02 Trial Courts costs subject to Board of Supervisors approval is comprised of the following:

	Original 2000-01	Proposed 2001-02	$ Change	% Change
General Fund Supported:				
Juvenile Dependency Mediation	$136,591	$93,822	-$42,769	-31.3%
Fringe benefits for Municipal Court Judges	110,000	145,000	35,000	31.8%
Rent for storage of court files	3,500	3,500	0	0.0%
Services of other departments	1,416,435	1,323,866	-92,569	-6.5%
Utilities	4,500	21,200	16,700	371.1%
Maintenance - Civic Center Court House	0	10,000	10,000	-
Maintenance - Hall of Justice	36,000	56,000	20,000	55.6%
Indigent Defense	6,546,000	6,967,000	421,000	6.4%
Office of Family Law Facilitator (GF portion)	97,603	343,418	245,815	251.9%
Grand Jury expenses	23,430	43,430	20,000	85.4%
Subtotal General Fund	*$8,374,059*	*$9,007,236*	*$633,177*	*7.6%*
Filing fees, grants, and other funds:				
Alternative Dispute Resolution	422,573	401,500	-21,073	-5.0%
Children's waiting rooms	126,000	150,000	24,000	19.0%
Office of Family Law Facilitator (non-GF portion)	1,128,188	1,128,188	0	0.0%
Courthouse construction debt service	5,192,223	4,492,114	-700,109	-13.5%
Subtotal fees/other	*$6,868,984*	*$6,171,802*	*-$697,182*	*-10.1%*
GRAND TOTAL	**$15,243,043**	**$15,179,038**	**-$64,005**	**-0.4%**

As shown, the proposed General Fund contribution to the Trial Courts is proposed to increase by $633,177 or 7.6 percent over the original Fiscal Year 2000-01 budget.

Costs for programs and services funded by filing fees, grants, and other sources (but not eligible for State Trial Court Agency funding) are proposed to decrease by $697,182 or 10.1 percent.

The net effect of all proposed increases and decreases in all areas not eligible for State Trial Court Agency funding is a decrease of $64,005 or 0.4 percent, in proposed locally approved funding.

Department: CRT Trial Courts

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Trial Courts Services - General Fund Non Project								
Indigent Defense - General Fund Non Project								
70	026	Court Fees and Other Compensation				6,967,000	6,767,000	$200,00

Reduce Court Fees and Other Compensation by $200,000. The Court is proposing an increase of $421,000 over last year's original budget, or 6.4 percent, for private court appointed indigent defense counsel. The Court's requested amount of $6,967,000 does not include the costs incurred over the last two fiscal years for the services of private court appointed counsel in Department 11, where the Public Defender's Office ceased providing representation during part of FY 1997-98, all of FY 1998-99 and part of FY 1999-00 due to a staff shortage. The Public Defender was subsequently authorized additional positions in FY 1999-00 and has since been providing representation in Department 11, with a corresponding reduction now occurring in the Trial Court's budget for private court appointed indigent defense counsel.

The Court's requested $421,000 increase is to cover a 3.5 percent increase in the hourly rates paid to private attorneys and investigators, and increased costs for expert witnesses and psychiatric evaluations retained by the private attorneys. The proposed 3.5 percent rate increase would add an estimated $168,333 to provide attorney costs in FY 2001-02. The other proposed cost increases for expert witnesses and psychiatric evaluations would add approximately $450,943 in new costs in FY 2001-02. Together, these two cost increases amount to $619, 276 but part of this increase would be offset by other cost reductions amounting to $198,276, thereby resulting in the Court's requested net increase of $421,000.

Our recommended reduction of $200,000 is based on a reduction of $168,333 to deny the requested 3.5 percent rate increase for private attorneys for FY 2001-02. The private attorneys received rate increases in their hourly rates of up to 36 percent in FY 2000-01. The increase in private attorney hourly rates awarded in FY 2000-01 did not include an automatic provision for annual increases. Our recommended reduction of $200,000 is also based on a recommended reduction of $31,667 to partially reduce the private attorneys' costs to retain expert witnesses, which are projected to increase by 12.8 percent over last year's originally budgeted amount, and to partially reduce the costs for psychiatric evaluations, which are projected to increase by 52 percent over last year's original budget.

epartment: CRT Trial Courts

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
)	035	Other Current Expenses				22,948	2,948	$20,000
		This amount represents the estimated cost of printing and publishing the Grand Jury report. The Court did not expend the $20,000 budgeted for this purpose in FY 2000-01 and has not provided a basis for this $20,000 cost estimate. The $2,948 remaining amount is the same amount as was budgeted and expended in FY 2000-01 for Grand Jury costs.						
ł	032	Utilities				$21,200	$8,340	$12,860
		This reduction reflects a more current projection of the department's Utilities expenses based on actual expenditures during the second half of the current fiscal year. The resulting $8,340 Utilities budget would still be $3,840 more than the budgeted amount for the current fiscal year.						
		rial Courts Services - General Fund Annual Project						
	06F	Facilities Maintenance Projects				56,000	36,000	$20,000
		This amount represents the annual facilities maintenance allocation from the Capital Improvements Advisory Committee. The requested increase is for the estimated cost of replacing carpeting in two courtrooms at the Hall of Justice. No documentation justifying new carpeting at a cost of $20,000 has been provided.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CRT Trial Courts

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Children's Waiting Room - General Fund Continuing Project								
75	027	Professional & Specialized Services				150,000	150,000*	

* Reserve a total of $24,000 for the Children's Waiting room project at the courthouse. The Court maintains a contract with the Northern California Service League to operate waiting rooms. The $24,000 represents a 19.1 percent increase to the existing $126,000 contract which is increasing to $150,000. The contract increase is to implement the provisions of the City's Minimum Compensation Ordinance. The Court has not yet provided the contract cost details to implement this Ordinance for FY 2001-02. When the Court does provide the contract cost details pertaining to the Minimum Compensation Ordinance, the Court should then request the Finance Committee to release the amount needed from the $24,000 recommended reserve.

Total Recommended Reductions	**$252,86**
Total Recommended Reserves	**$24,00**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: DAT DISTRICT ATTORNEY

FINANCIAL DATA:

The District Attorney's proposed $28,174,873 budget for FY 2001-02 is $98,569 or .35 percent more than the original FY 2000-01 budget of $28,076,304. The net decrease from the revised FY 2000-01 budget is $64,012 or .23 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION - CRIMINAL & CIVIL	$ 635,195	$ 635,195	$ 639,156	$ 3,961
CAREER CRIMINAL PROSECUTION	683,518	683,518	689,932	6,414
CHILD ABDUCTION	550,303	550,303	645,983	95,680
FAMILY VIOLENCE PROGRAM	442,182	482,182	447,609	5,427
FELONY PROSECUTION	14,234,915	14,234,915	13,837,192	(397,723)
IPP/SUBPOENA PROGRAM	317,016	317,016	326,549	9,533
MISDEMEANOR PROSECUTION	1,952,317	1,952,317	1,723,776	(228,541)
SUPPORT SERVICES	2,566,511	2,566,511	2,689,622	123,111
WORK ORDERS & GRANTS	6,694,347	6,816,928	7,175,054	480,707
Total Expenditures	$ 28,076,304	$ 28,238,885	$ 28,174,873	$ 98,569
Less: Work Order Recoveries	(2,742,842)	(2,742,842)	(3,104,404)	(361,562)
Net Expenditures	$ 25,333,462	$ 25,496,043	$ 25,070,469	$ (262,993)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 270.76 FTEs, which is 1.61 FTE less than the 272.37 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: DAT DISTRICT ATTORNEY (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION - CRIMINAL & CIVIL	3.56	3.56	3.56	-
CAREER CRIMINAL PROSECUTION	5.78	5.78	5.78	-
CHILD ABDUCTION	5.66	5.66	6.65	0.99
FAMILY VIOLENCE PROGRAM	4.56	4.56	4.36	(0.20)
FELONY PROSECUTION	114.97	114.97	112.97	(2.00)
IPP/SUBPOENA PROGRAM	4.90	4.90	4.90	-
MISDEMEANOR PROSECUTION	20.56	20.56	18.89	(1.67)
SUPPORT SERVICES	40.10	40.10	40.36	0.26
WORK ORDERS & GRANTS	72.28	72.28	73.29	1.01
Totals	272.37	272.37	270.76	(1.61)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1373	Special Assistant XIV	$86,652	923	Manager VI	$90,105
Totals	1			$86,652			$90,105

DEPARTMENT REVENUES

Department revenues have increased by $503,818 or 9.03 percent and General Fund support has decreased by $766,811 or 3.90 percent.

DESCRIPTION

The District Attorney's budget for FY 2001-02 is proposed to increase by $98,569 over the Department's original FY 2000-01 budget. This proposed increase is mainly attributed to an increase in Permanent Salaries due to the proposed addition of one new position, various substitutions, and cost-of-living adjustments and step increases.

Department: DAT DISTRICT ATTORNEY (continued)

One new position will be added in FY 2001-02: The Department is proposing one new 8146 District Attorney Investigator position in FY 2001-02. This investigator will be responsible for functions relating to the Witness Protection and Relocation Program. These functions include facilitating the protection of witnesses in criminal proceedings and evaluating all victim/witness applications for compliance with program criteria and witness eligibility. The full year salary and benefits costs for this new position will be approximately $81,760. For FY 2001-02, the position is funded for 75 percent of the year (.75 FTE) resulting in additional salary and benefits costs of $62,746. The Department has already filled this position and expects temporary funding from the Mayor's Criminal Justice Council to cover the costs of this position during the FY 2001-02 interim budget period.

COMMENT

The Mayor's budget provides an increase of $98,569. Our recommended reductions, which total $62,746, would still allow an increase of $35,823 or .13% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: DAT - District Attorney

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Misdemeanor Prosecution General Fund Non-Project								
131	001	Permanent Salaries - Misc				$1,351,532	$1,301,949	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific reductions.						
155		District Attorney's Investigator	8146	0.75	0.00	49,583	0	$49,583
		The Department is requesting one new 8146 District Attorney Investigator position to staff their new Witness Protection and Relocation Program. This program is designed to protect witnesses and their families, friends, and associates who are endangered due to ongoing or anticipated testimony. This new Investigator position's responsibilities include evaluating applications of the witnesses and victims and coordinating and sharing information with supporting agencies. Because these functions are already being performed by existing staff, the Budget Analyst is recommending disapproval of the requested new position. In addition, even though we recognize the fact that the number of witnesses placed into witness protection has increased this year over the previous years, the Department has not provided adequate justification that this program will require a full-time Investigator position dedicated to this program. The Department presently has 27.95 District Attorney's Investigator positions.							
131	013	Mandatory Fringe Benefits				322,539	309,376	$13,163
		Corresponds to the reduction in Permanent Salaries.						
		Total Recommended Reductions						$62,746

DEPARTMENT: FIR FIRE DEPARTMENT

FINANCIAL DATA:

The Fire Department's proposed $211,903,537 budget for FY 2001-02 is $9,374,512 or 4.63 percent more than the original FY 2000-01 budget of $202,529,025. The net increase from the revised FY 2000-01 budget is $9,138,525 or 4.51 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION-FIRE DEPARTMENT	$ 13,029,336	$ 13,029,337	$ 10,235,414	$ (2,793,922)
FIRE AIRPORT	8,755,874	8,903,720	9,233,848	477,974
FIRE BUREAU OF TRAINING	12,545,943	12,545,943	12,837,359	291,416
FIRE INVESTIGATION	1,297,545	1,297,545	1,710,765	413,220
FIRE PORT FIREBOAT	1,552,588	1,663,289	1,506,600	(45,988)
FIRE PREVENTION	4,814,737	4,814,737	4,930,818	116,081
FIRE SUPPORT SERVICES	12,115,511	12,115,511	12,011,083	(104,428)
FIRE SUPPRESSION	138,811,938	138,811,938	151,993,075	13,181,137
WORK ORDER SERVICES	4,447,817	4,679,256	5,259,759	811,942
Total Operating Expenditures	$ 197,371,289	$ 197,861,276	$ 209,718,721	$ 12,347,432
Capital Improvements & Fac. Maint.	$ 5,157,736	$ 4,903,736	$ 2,184,816	$ (2,972,920)
Total Expenditures	$ 202,529,025	$ 202,765,012	$ 211,903,537	$ 9,374,512
Less: Work Order Recoveries	(3,776,161)	(4,007,600)	(4,315,448)	(539,287)
Net Expenditures	$ 198,752,864	$ 198,757,412	$ 207,588,089	$ 8,835,225

Department: **FIR** FIRE DEPARTMENT **(continued)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,908.69 FTEs, which is 45.12 FTEs more than the 1,863.57 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

	Fiscal Year 2000-2001		Mayor's Budget Fiscal Year	Proposed Increase (Decrease) From 2000-2001
Full Time Equivalents	Original	Revised	2001-2002	Original Budget
ADMINISTRATION-FIRE DEPARTMENT	35.37	35.37	33.66	(1.71)
FIRE AIRPORT	92.20	92.20	94.45	2.25
FIRE BUREAU OF TRAINING	107.00	107.00	107.00	-
FIRE INVESTIGATION	13.33	13.33	13.33	-
FIRE PORT FIREBOAT	11.52	11.52	11.52	-
FIRE PREVENTION	51.12	51.12	51.13	0.01
FIRE SUPPORT SERVICES	57.02	57.02	47.01	(10.01)
FIRE SUPPRESSION	1,452.01	1,452.01	1,506.59	54.58
WORK ORDER SERVICES	44.00	44.00	44.00	-
Totals	1,863.57	1,863.57	1,908.69	45.12

DEPARTMENT REVENUES

Department revenues have increased by $683,780 or 1.26 percent and General Fund support has increased by $7,719,459 or 5.80 percent.

Department: FIR FIRE DEPARTMENT (continued)

DESCRIPTION

The proposed total Fire Department budget for FY 2001-02 has increased by $9,374,512. Major changes include:

1. The budget for Salaries and Benefits has increased $11,448,393 or 6.84 percent from $167,478,223 in FY 2000-01 to $178,926,616 in FY 2001-02. Major changes include:

   - Premium pay has increased by $3,198,995 or 28.1 percent from $11,374,616 to $14,573,611.
   - Overtime has increased by $3,385,000 or 38.2 percent from $8,869,828 to $12,254,828.
   - Permanent Salaries, Miscellaneous and Uniform, increased $3,737,175 or 3 percent from $122,754,788 to $126,491,963.
   - Mandatory Fringe Benefits increased $1,120,964 or 5.2 percent from $21,753,400 to $22,874,364. (The increase in Salaries and Benefits includes $2,275,038 in salary and benefit increases that were approved in Memoranda of Understandings before the Mayor transmitted his recommended budget.)
   - The Department's net attrition savings have decreased, resulting in an increase in total salaries, by $2,570,064 or 62.2 percent from $4,133,224 to $1,563,160. In Fire Suppression alone, the decrease in attrition savings, resulting in more salaries for the Department, was $2,588,990 or 80.7 percent from $3,208,260 to $619,270. The resulting increased salaries enable the Department to hire 41.58 additional FTE firefighters and meet the minimum daily staffing requirement of 352 firefighters as specified in the Department's Memorandum of Understanding with Local 798.
   - Positions are budgeted at the top salary step and new hires usually begin at the first step. Step M is a downward adjustment of budgeted salaries to take the effect of new hires at lower salaries into account. The Department's Step M net adjustment has resulted in a decrease of total salaries by $2,569,956 or 44.9 percent from $5,727,862 to $3,157,906 due to the projected hiring of 144 firefighters at the first salary step.

2. The Department is increasing Other Current Expenses $385,061 or 53.4 percent from $720,855 to $1,105,916. This will enable the Department to provide for examinations in all classes above H2 Firefighter, allowing for internal promotions and reducing the need for "Like Work, Like Pay" payments in overtime spending.

3. The Department's cost for Hospital, Clinics and Laboratory work has increased by $340,000 or 33.3 percent from $1,021,400 to $1,361,500.

Department: FIR FIRE DEPARTMENT **(continued)**

4. Capital Improvements & Facilities Maintenance Project costs have decreased by $2,972,920 or 57.6 percent from $5,157,736 to $2,184,816.

5. The Department's hiring plan for 144 new firefighters for FY 2001-02, based on the number of recruits in each sixteen-week training class, is shown in the table below. The "Planned Start" date represents the date recruits begin active service in the Department following completion of their training. Separations from the Department over the past eight years have averaged 59 per year. However, there has been an average of 70 separations annually during the past five years. Approximately 95 percent of these separations are from the uniformed ranks or about 66 each year over the past five years. The hiring schedule shows that one-half or 72 of the total new hires will be hired in the first six months of the fiscal year and the remaining 72 in the second half. Thus by using the five-year average for separations against the planned 144 new hires on the schedule below yields a net increase for the year of 78 additional firefighters by the end of FY 2001-02 (144 less 66).

SFFD HIRING SCHEDULE FOR 2001-02		
	Number In Class	**Planned Start**
First Class	36	July 2001
Second Class	36	November 2001
Third Class	48	January 2002
Fourth Class	24	March 2002
Total	**144**	

COMMENTS

1. The Budget Analyst is currently in the process of completing a performance audit of the Fire Department, and has conducted a Zero Base Budget review at the direction of the Board of Supervisors. The recommendations that are included in this report were largely formulated during the Zero Base Budget review. The Zero Base Budget review has also identified several management, organizational and policy recommendations that require additional review and discussion with Fire Department management prior to completion. The Budget Analyst intends to complete work on these matters in conjunction with the anticipated completion of the Fire Department performance audit in the Fall of 2001.

Department: **FIR** FIRE DEPARTMENT **(continued)**

2. The Department currently has three exempt Special Assistant positions, all of which are filled. There are two 1374 Special Assistant XVs and one 1372 Special Assistant XIII. The latter and one of the two 1374s were temporary exempt under Charter Section 10.104.18 (not to exceed three years), while the other 1374 was exempt under Charter Section 10.104.6 (non-uniformed deputy heads of departments). The two 1374s are reflected in the FY 2001-02 budget as an 0931 Manager VII, the Department's Human Resources Director, and an 0952 Deputy Director II, the Department's Chief Financial Officer. Both are at the salary of $96,998, which is the 1374 top salary in accordance with the MOU adjustments.

3. The Mayor's budget provides a total increase of $9,374,512. Our recommended reductions, which total $2,270,631, would still allow an increase of $7,103,881 or 3.51 % in the Department's budget.

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1374	Special Asst. XV	$93,281	0952	Deputy Director II	$96,998
Exempt	1	1374	Special Asst. XV	$93,281	0931	Manager VII	$96,998
Exempt	1	1372	Special Asst. XIII	$80,262	0922	Manager V	$80,262
Totals	**3**			**$266,824**			**$274,258**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Fire Suppression (AEC)								
173	001	Permanent Salaries - Misc				$ 807,644	$ 747,870	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
190	001	Medical Specialist	2230A	0.55	-	59,774	0	59,7
		This position has been vacant for at least two years. Accordingly, the Budget Analyst concludes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service.						
173	009	Premium Pay				12,641,804	12,581,804	60,0
		Reduce to actual 2000-01 expenditure level adjusted for changes in personnel eligible for premium pay in 2001-02. The Department plans on 144 new hires throughout the year and these personnel will not be eligible for all of the premiums paid to the existing suppression staff. Thus premium pay should be reduced. Our recommendation provides the necessary funds to comply with the Department's hiring plan.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
173	011	Overtime				$ 8,259,772	$ 7,659,772	$ 600,000
		With additional funding in the budget to provide the minimum daily staffing requirement of 352 firefighters for suppression and medical services, the Department will be able to substantially reduce its reliance on Overtime. Therefore, the Budget Analyst recommends a reduction of $600,000 in Overtime based on an analysis of attrition and the Department's uniform staff hiring plan. The Department's Overtime budget for all Divisions for FY 2001-02 has increased by $3,385,000 or 38.2 percent from $8,869,828 to $12,254,828. In Suppression alone, the increase in Overtime is $2,600,000 or 45.9 percent from $5,659,772 to $8,259,772. Our recommended reduction of $600,000 would still provide the Department with a $2,000,000 increase in Suppression Overtime and an additional increase of $785,000 in Overtime for other Fire Department activities..					
		* The Budget Analyst recommends that 80 percent of the Overtime budget increase of $2,600,000 or $2,080,000 be reserved pending a report to the Board of Supervisors of steps taken by the Department to maintain the fully funded minimum daily staffing requirement of 352 firefighters for suppression and medical services.						
173	013	Mandatory Fringe Benefits				17,527,561	17,503,297	24,264
		Corresponds to reduction in salaries, overtime & premium pay.						
Work Order Services (AEH)								
182	001	Permanent Salaries - Misc				890,851	835,322	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
197	001	Hydrant Service Person	A712A	1.00	-	$ 55,529	$ -	$ 55,529
		This position has been vacant since early in Fiscal Year 1999-2000, or nearly two years. Accordingly, the Budget Analyst concludes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service. There are currently 12 plumber and general labor positions in the Department.						
182	013	Mandatory Fringe Benefits				214,907	200,851	14,056
		Corresponds to reduction in salaries.						
182	06F	Facilities Maintenance Projects - Budget				1,784,816	920,000	864,816
		The Department has provided details for $400,000 of costs and an estimate for another $520,000 of emergency repairs for a total need of $920,000. Furthermore, our recommended amount of $920,000 is consistent with actual projected spending for the current fiscal year.						
Administration - Fire Department (ASF)								
187	001	Permanent Salaries - Misc				1,722,477	1,618,948	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
201	001	Executive Secretary I	1450A	1.00	-	54,533	-	54,533
		This position has been vacant for at least two years. Accordingly, the Budget Analyst believes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service. There are currently four other Executive Secretary I positions in the Department.						
201	001	Junior Administrative Analyst	1820	1.00	0	48,996	-	48,996
		This position has been vacant since early in Fiscal Year 1999-2000 or nearly two years. Accordingly, the Budget Analyst concludes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service. There are currently two other Junior Administrative Analyst positions and one Principal Analyst in the Department.						
87	013	Mandatory Fringe Benefits				523,396	496,414	26,982
		Corresponds to reduction in salaries.						
re Prevention (AED)								
76	001	Permanent Salaries - Misc				1,437,118	1,388,122	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
192	001	Junior Administrative Analyst	1820A	1.00	0	48,996	-	48,996
		This position has been vacant since early in Fiscal Year 1999-2000 or nearly two years. Accordingly, the Budget Analyst concludes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service. There are currently two other Junior Administrative Analyst positions and one Principal Analyst in the Department.						
176	013	Mandatory Fringe Benefits				738,846	725,771	13,075
		Corresponds to reduction in salaries.						
Fire Investigation (AEE)								
177	001	Permanent Salaries - Misc				48,809	-	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
193	001	Junior Administrative Analyst	1820A	1.00	0	48,996	-	48,996
		This position has been vacant since early in Fiscal Year 1999-2000 or nearly two years. Accordingly, the Budget Analyst concludes that it is a non-essential position and can be eliminated without any adverse effect on the quality of service. There are currently two other Junior Administrative Analyst positions and one Principal Analyst in the Department.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: FIR Fire Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
193	9991M	Attrition Savings This properly accounts for a net reduction of $48,809 ($48,996 less $187).				(187)	-	(187)
177	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				202,357	188,651	13,706
173	060	Equipment Purchase						
204	60	EMS -Ambulance The Department has a total of 35 ambulances, including 11 ambulances on reserve of which three are being taken out of service which would leave a net of 8 ambulances on reserve. The Department requests eight new ambulances in an effort to increase its reserve fleet from 8 to 16 or a 50 percent increase when considering the three ambulances to be retired. The Budget Analyst recommends at this time that the Department acquire five new ambulances at $125,000 each ($625,000), and rebuild two existing ambulances at $90,000 each ($180,000) for a total need of $805,000. This recommendation would bring the total fleet to 37, and increase the reserve fleet from 11 to 16.	FC059R	8	7	1,000,000	805,000	195,000
204	060	Triple Combo Pumper The reduction in cost for the four Pumpers results from new bid prices received by the Purchaser. Our recommended amount of $1,157,275 provides for delivery and Sales Tax.	FC061R	4	4	1,300,000	1,157,275	142,725
		Total Recommended Reductions						$ 2,271,261
		Total Recommended Reserves						$ 2,080,000

DEPARTMENT: JUV JUVENILE PROBATION

FINANCIAL DATA:

The Juvenile Probation Department's proposed $37,574,267 budget for FY 2001-02 is $2,333,774 or 6.62 percent more than the original FY 2000-01 budget of $35,240,493. The net increase from the revised FY 2000-01 budget is $2,557,524 or 7.30 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	$ 5,370,423	$ 5,370,423	$ 5,857,047	$ 486,624
CHILDREN'S BASELINE	1,827,925	1,859,845	1,709,411	(118,514)
CHILDREN'S FUND PROGRAMS	-	-	-	-
GRANT SERVICES	37,000	37,000	-	(37,000)
JUVENILE HALL	8,795,909	9,265,709	8,979,106	183,197
LOG CABIN RANCH	2,394,990	2,394,990	2,549,833	154,843
NON-CHILDREN'S FUND PROGRAMS	194,000	194,000	194,000	-
PROBATION SERVICES	10,970,152	10,855,402	10,954,870	(15,282)
Total Operating Expenditures	$ 29,590,399	$ 29,977,369	$ 30,244,267	$ 653,868
Capital Improvements & Fac. Maint.	$ 5,650,094	$ 5,039,374	$ 7,330,000	$ 1,679,906
Total Expenditures	$ 35,240,493	$ 35,016,743	$ 37,574,267	$ 2,333,774
Less: Work Order Recoveries	(557,270)	(587,270)	(587,270)	(30,000)
Net Expenditures	$ 34,683,223	$ 34,429,473	$ 36,986,997	$ 2,303,774

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 311.53 FTEs, which is 1.41 FTE less than the 312.94 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: JUV JUVENILE PROBATION (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	44.76	44.76	46.40	1.64
CHILDREN'S BASELINE	8.63	8.63	6.61	(2.02)
JUVENILE HALL	126.82	126.82	127.30	0.48
LOG CABIN RANCH	29.22	29.22	29.22	-
PROBATION SERVICES	103.51	103.51	102.00	(1.51)
Totals	312.94	312.94	311.53	(1.41)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	Special Assistant XIII	$80,571	922	Manager V	$83,781
Totals	1			$80,571			$83,781

DEPARTMENT REVENUES

Department revenues have increased by $516,930 or 7.38 percent and General Fund support has increased by $1,786,844 or 6.50 percent.

DESCRIPTION

The $2,333,774 increase in proposed expenditures compared to the Department's original FY 2000-01 budget is comprised of several components. Major increases include:

- Permanent Salaries – Miscellaneous, which is proposed to increase by $404,108 due primarily to the addition of one new position, reclassifications, cost-of-living adjustments, and step increases

Department: JUV JUVENILE PROBATION (continued)

- Buildings, Structures & Improvements, which is proposed to increase by $1,659,906 for the construction of the new Juvenile Hall
- Services of Other Departments, which is proposed to increase by $262,732 due primarily to energy cost increases from the Bureau of Light Heat and Power and a work order for the City Attorney.

These major increases would be offset primarily by:

- A $216,844 reduction in Mandatory Fringe Benefits
- A $120,500 reduction in Training
- A $96,050 reduction in Other Current Expenses

The Department is proposing one new 8320 Juvenile Hall Counselor to accommodate the increasing number of juveniles requiring transportation services for medical emergencies and appointments. The full year salary and benefits costs for this new position is $63,718. For FY 2001-02, this one new position is funded for 75 percent of the year and additional costs will be $49,217.

COMMENT

The Mayor's budget provides an increase of $2,333,774. Our recommended reductions, which total $81,056 would still allow an increase of $2,252,718 or 6.4% in the Department's budget.

Department: JUV - Juvenile Probation

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Administration General Fund Non-project								
2	001	Permanent Salaries - Misc				$2,570,488	$2,559,944	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
3		Special Assistant X	1369	1.00	0.00	65,615	0	$65,615
		Secretary	1549	(1.00)	1.00	(55,071)	0	($55,071)
		The Department is proposing the substitution of one 1549 Secretary to one 1369 Special Assistant X position. The Department has not provided adequate justification for this substitution.						
	013	Mandatory Fringe Benefits				670,146	668,562	$1,584
		Corresponds to reduction in Permanent Salaries - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: JUV - Juvenile Probation

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Juvenile Hall - General Fund Non-project								
224	011	Overtime This reduction in the Department's proposed Overtime budget is recommended because the Department is proposing the addition of one new Counselor position in FY 2001-02, which the Budget Analyst is recommending. The proposed new position will provide transportation services which the Department has been providing through the use of overtime.				$169,000	$124,072	$44,928
224	035	Other Current Expenses The Department has not specified what this amount is going to be used for and has provided no details to support this $24,000 expenditure, which we are recommending be reduced . The projected expenditures for Other Current Expenses in FY 2001-02 is $28,500.				52,500	28,500	$24,00
		Total Recommended Reductions						**$81,05**

DEPARTMENT: PDR PUBLIC DEFENDER

FINANCIAL DATA:

The Public Defender's proposed $12,714,432 budget for FY 2001-02 is $154,670 or 1.20 percent less than the original FY 2000-01 budget of $12,869,102. The net decrease from the revised FY 2000-01 budget is $330,277 or 2.53 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CRIMINAL AND SPECIAL DEFENSE	$ 12,814,079	$ 12,836,545	$ 12,656,658	$ (157,421)
GRANT SERVICES	55,023	208,164	57,774	2,751
Total Expenditures	$ 12,869,102	$ 13,044,709	$ 12,714,432	$ (154,670)
Less: Work Order Recoveries	-	-	(100,000)	(100,000)
Net Expenditures	$ 12,869,102	$ 13,044,709	$ 12,614,432	$ (254,670)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 114.90 FTEs, which is .91 FTE less than the 115.81 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: PDR PUBLIC DEFENDER (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CRIMINAL AND SPECIAL DEFENSE	114.81	114.81	113.90	(0.91)
GRANT SERVICES	1.00	1.00	1.00	-
Totals	115.81	115.81	114.90	(0.91)

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1364	Special Assistant V	$37,584	Filled
Totals	1			$37,584	

DEPARTMENT REVENUES

Department revenues have increased by $ 2,751 or 5 percent and General Fund support has decreased by $257,421 or 2 percent.

DESCRIPTION

The $154,670 decrease in proposed expenditures compared to the Department's original FY 2000-01 budget is comprised of several components:

Increases in the following:

▫ Permanent Salaries – Miscellaneous	$71,573
▫ Mandatory Fringe Benefits	42,960
▫ Other Current Expenses	83,717
▫ Equipment Lease/Purchase – City agency	2,622
	$200,872

Department: **PDR PUBLIC DEFENDER (continued)**

These increases are offset by decreases in the following:

▫ Equipment Purchase	(64,500)
▫ Equipment Lease Purchase – Option	(31,000)
▫ Services of Other Departments	(260,042)
	($355,542)

Explanations for the cost increases are as follows.

Personnel Costs

New positions are proposed in FY 2001-02: The Department is proposing two new positions in FY 2001-02 to handle an expected increase in drug cases due to voter-approved State Proposition 36, passed in November 2000. These positions are one 8142 Investigator and one 8446 Court Alternative Specialist. The additional full year salary and benefits costs for these new positions will be approximately $151,120. For FY 2001-02, the positions are funded for 75 percent of the year and the additional costs will be $113,340.

Position substitution: The Department is proposing to delete one 1430 Transcriber Typist position and replacing it with one 8171 Law Office Manager. The annual salary and benefits for the Law Office Manager will be $98,178. The annual salary and benefits for the Transcriber Typist will be $57,970, resulting in a net increase in costs of $40,208. This substitution, which the Budget Analyst recommends, would manage the finances and administration for the Office of approximately 115 positions, including 80 attorneys. Currently, there is no office manager for the department to establish and oversee administrative and fiscal processes and policies. Similar Law Office Manager positions are included in the District Attorney's and City Attorney's budgets.

Non-personnel costs

The increase in non-personnel costs is mainly due to a rent increase amounting to $74,808.

Proposition 36

California voters passed the Substance Abuse and Crime Prevention Act (SACPA) of 2000, or Proposition 36, on November 7, 2000. It requires probation and drug treatment in lieu of incarceration for conviction of possession, use, transportation for personal use, or being under the influence of a controlled substance, and related parole violations. State law requires that San Francisco begin providing such treatment services on July 1, 2001. To handle the estimated 1,200 non-violent drug offenders eligible for drug treatment under the SACPA during the first year of the program, the Public Defender's Office has requested two new positions to be funded with State revenue passed through the Department of Public Health. The Budget Analyst is recommending approval of these two new positions.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: PDR Public Defender

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Criminal and Special Defense - General Fund Non-Project								
255	001	Permanent Salaries - Misc				$8,931,240	$8,880,190	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific reductions regarding individual classifications.						
261		Court Alternative Specialist	8446	1.00	0.00	51,050	0	$51,050
		The Budget Analyst recommends deleting 1.0 FTE 8446 Court Alternative Specialist position. It has been vacant since August 1998, or approximately 2 years and 10 months. The Department currently has two Court Alternative Specialist positions. This recommended reduction will offset the increased costs of the requested new Law Office Manager position which we are recommending be approved.						
255	013	Mandatory Fringe Benefits				2,013,906	2,000,522	13,384
		Corresponds to the reduction in Permanent Salaries.						
		Total Recommended Reductions						$64,434

DEPARTMENT: **POL** - POLICE DEPARTMENT

FINANCIAL DATA:

The Police Department's proposed $277,041,281 budget for FY 2001-02 is $1,045,411 or .38 percent more than the original FY 2000-01 budget of $275,995,870. The net increase from the revised FY 2000-01 budget is $444,784 or .16 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AIRPORT POLICE	$ 26,969,747	$ 26,969,747	$ 27,868,606	$ 898,859
FINGERPRINT	2,691,500	2,691,500	2,000,000	(691,500)
NARCOTICS FORFEITURE	1,290,004	1,290,004	466,363	(823,641)
OFFICE OF CITIZEN COMPLAINTS	2,568,941	2,568,941	2,636,362	67,421
OPERATIONS AND ADMINISTRATION	44,189,739	44,429,963	39,919,465	(4,270,274)
PATROL	133,310,365	133,804,138	137,389,704	4,079,339
POLICE OPERATIONS	-	-	100,000	100,000
POLICE SERVICES	-	-	110,000	110,000
SAFE CONTRACT	592,314	592,314	615,567	23,253
SENIOR ESCORT SERVICE	1,436,958	1,436,958	1,495,220	58,262
SFPD-INVESTIGATIONS	26,750,642	26,951,714	27,596,936	846,294
SFPD-RECRUITMENT AND EXAMINATION PROGRAM	2,004,771	1,792,771	2,024,739	19,968
SPECIAL INVESTIGATIONS	9,222,753	9,222,753	9,271,800	49,047
SPECIAL OPERATIONS	21,585,829	21,585,829	21,823,876	238,047
TAXI ENFORCEMENT	1,107,000	1,107,000	1,125,000	18,000
VEHICLE THEFT ABATEMENT	150,000	521,331	151,459	1,459
WORK ORDER SERVICES	2,015,307	2,015,307	2,336,184	320,877
Total Operating Expenditures	$ 275,885,870	$ 276,980,270	$ 276,931,281	$ 1,045,411
Capital Improvements & Fac. Maint.	$ 110,000	$ (383,773)	$ 110,000	$ -
Total Expenditures	$ 275,995,870	$ 276,596,497	$ 277,041,281	$ 1,045,411
Less: Work Order Recoveries	(2,126,407)	(2,126,407)	(2,447,284)	(320,877)
Net Expenditures	$ 273,869,463	$ 274,470,090	$ 274,593,997	$ 724,534

Department: **POL - POLICE DEPARTMENT (continued)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 2,787.16 FTEs, which is 1.95 FTE more than the 2,785.21 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
PATROL	1,410.39	1,410.39	1,414.67	4.28
AIRPORT POLICE	348.75	348.75	349.00	0.25
FINGERPRINT	-	-	-	-
OFFICE OF CITIZEN COMPLAINTS	29.46	29.46	29.46	-
OPERATIONS AND ADMINISTRATION	253.54	253.54	248.97	(4.57)
POLICE OPERATIONS	-	-	0.50	0.50
POLICE SERVICES	-	-	1.00	1.00
SENIOR ESCORT SERVICE	21.89	21.89	21.89	-
SFPD-INVESTIGATIONS	299.50	299.50	298.53	(0.97)
SFPD-RECRUITMENT AND EXAMINATION PROGRAM	17.00	17.00	17.00	-
SPECIAL INVESTIGATIONS	104.00	104.00	104.00	-
SPECIAL OPERATIONS	272.18	272.18	272.18	-
TAXI ENFORCEMENT	8.50	8.50	9.71	1.21
WORK ORDER SERVICES	20.00	20.00	20.25	0.25
Totals	2,785.21	2,785.21	2,787.16	1.95

DEPARTMENT REVENUES

Department revenues have increased by $2,160,461 or 4.83 percent and General Fund support has increased by $2,334,786 or 1.20 percent.

Department: POL - POLICE DEPARTMENT (continued)

Special Assistant Positions Recommended for Reclassification

The Police Department Budget includes the following proposed classifications of

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	1	1374	Special Asst XV	$ 93,281	1054	Prin Business Analyst	$ 70,287
Provisional	1	1372	Special Asst XIII	80,571	0922	Manager V	83,781
Provisional	1	1364	Special Asst V	47,105	5322	Graphic Artist	47,105
Totals	3			$ 220,957			$ 201,173

Remaining Special Assistant Positions

The following Special Assistant positions remain in the Police Department Budget.

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	2	1371	Special Asst XII	$ 150,860	Filled

DESCRIPTION

1. The following major changes in Police Department budget items account for the increase of in the Police Department's FY 2001-2002 budget:

Object	2000-01 Orig	2001-2002	Increase/Decrease
Miscellaneous Salaries	$ 19,033,127	$ 19,758,926	$ 725,799
Uniform Salaries	157,137,084	156,540,219	(596,865)
Overtime	14,503,501	16,887,575	2,384,074
Fringe Benefits	31,608,091	32,215,419	607,328
Materials and Supplies	4,141,383	4,489,343	347,960
Equipment Purchase	6,627,500	4,911,181	(1,716,319)
Equipment - Lease Payments	2,785,030	2,235,876	(549,154)
Net changes in other Accounts			(157,412)
			$ 1,045,411

Department: **POL - POLICE DEPARTMENT (continued)**

2. The Police Department's proposed hiring plan for FY 2001-02 would result in the hiring of 170 new Police Officers according to the following schedule:

Date	No of Police Officers Hired
August 6, 2001	42
October 1, 2001	43
January 7, 2002	42
April 15, 2002	43
Total	170

Currently, the Police Department's sworn strength is 2,144 Uniformed Police Officers, not including the 177 Police Officers assigned to the Airport. The Department estimates that attrition in FY 2001-02 will result in the separation of 120 Police Officers. Hence, the Department estimates that, together with the hiring of 170 new Police Officers, their sworn strength at the end of the Fiscal Year will total 2,194 Uniformed Police Officers.

Charter Section 4.127, as amended by Proposition D in 1994, states that the Police Department's sworn staffing should be 1,971 full duty Police Officers. The Police Department estimates that, on average, 197 Police Officers are on modified duty (including an average of 57 on temporary disability) such that they are not "full duty Police Officers". The Police Department's estimated sworn strength of 2,194 Uniformed Police Officers at the completion of FY 2001-02, less the average of 197 Police Officers on modified duty, would result in 1,997 full duty Police Officers.

Police Officer salaries in the Mayor's recommended budget are budgeted at FY 2000-01 levels since the MOU for Police Officers has not yet been approved by the Board of Supervisors. Therefore, the Department's FY 2001-02 budget is significantly understated, as it does not reflect salary and fringe benefit increases. On approval of the Police Officers MOU by the Board of Supervisors, funds for salary increases and related benefits will be transferred from the City's Salary and Benefits reserve to the Police Department's budget.

3. The proposed FY 2001-02 Overtime budget for the entire Police Department is $16,887,575, an increase of $2,384,074 or 16.4 percent over the FY 2000-01 Overtime budget of $14,503,501. The Police Department's proposed General Fund FY 2001-02 Overtime budget of $14,802,705 is $1,950,000 or 15.2 percent more than the FY 2000-01 Overtime budget of $12,852,705. However, the Budget Analyst notes that, as of the pay period ending May 11, 2001, the Police Department's total General Fund overtime spending for FY 2000-01 is projected to be $16,859,790. Therefore, based on current spending, the Police Department's FY 2001-02 General Fund Overtime budget appears to be underfunded by approximately $2,100,000.

epartment: POL - Police Department

Page No.	Object AC5		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		Airport Police Program						
36	001	Miscellaneous Salaries * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				$6,542,873	$6,067,873	*
3	9991M	Salary Savings - Misc. To adjust Miscellaneous Salary Savings to current year actual expenditure levels plus increases for cost of living and new hires.				(25,162)	(500,162)	475,000
26	002	Uniform Salaries * The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.				14,697,690	13,752,690	*
34	9993U	Attrition Savings Airport Uniform Salaries have been consistently overbudgeted since the Airport Police was merged with the SFPD. This reduction reflects current year spending plus an allowance for new Police Officers even though the Police Hiring Plan does not include new uniform personnel for transfer to the Airport.				0	(945,000)	945,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: POL - Police Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
286	009	Premium Pay				1,067,765	692,765	375,00
		Reduce Premium Pay for Airport Police which has been consistently overbudgeted in prior years to current levels plus an allowance for increased premium earnings by Airport Police Officers.						
286	013	Mandatory Fringe Benefits				4,474,784	4,177,190	297,59
		Corresponds to reduction in salaries, overtime & premium pay						
	ACM	**Operations and Support Program**						
267	040	Materials and Supplies				3,358,373	3,025,476	332,89
		Department-wide, the proposed General Fund expenditures for Materials and Supplies of $4,080,722 is $511,365 or 14.3 percent more than the FY 2000-01 budget amount of $3,569,357. The proposed reduction of $332,897 would still provide $3,747,825 department-wide expenditures which is $178,468 or 5.0 percent more for Materials and Supplies than the total amount of $3,569,357 budgeted for Materials and Supplies in FY 2000-01. The balance of funds budgeted for Materials and Supplies is in other programs of the Police Department's budget.						
	ACU	Recruitment and Examination Program						
309	035	Other Current Expenses				476,250	271,649	204,60
		$212,000 from this account, for conducting background investigations of new police officer candidates was placed on reserve in FY 2000-2001 and the Police Department did not request release of the reserved funds for this purpose. Reduce to current year budget plus an allowance for cost of living. The reduction of $204,601 would still provide $12,400 more for this account than the budgeted amount for the current fiscal year.						

epartment: POL - Police Department

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
	ACX	Police Patrol Program						
4	002	Uniform Salaries				81,719,567	80,943,167	*
		* The recommended reduction in Permanent Salaries - Uniform is the total of the following specific recommendations regarding individual classifications.						
3	9993U	Attrition Savings - Uniform				(3,792,293)	(4,568,693)	776,400
		Increase Attrition Savings to adjust Uniform Salaries for the amount needed to fund existing uniform staffing less an allowance for attrition plus new hires planned during FY 2001-2002 and to reflect the transfer of approximately $250,000 in sworn salaries from the General Fund to the Taxi Enforcement Fund.						
4	013	Mandatory Fringe Benefits				14,205,491	14,062,705	142,786
		Corresponds to reduction in salaries, overtime & premium pay						
		Total Recommended Reductions						$3,549,278

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: SHF SHERIFF

FINANCIAL DATA:

The Sheriff's proposed $96,226,379 budget for FY 2001-02 is $267,078 or 0.28 percent less than the original FY 2000-01 budget of $96,493,457. The net decrease from the revised FY 2000-01 budget is $1,102,278 or 1.13 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ALTERNATIVE PROGRAMS	$ 6,787,505	$ 6,787,505	$ 6,807,854	$ 20,349
BESK CASE	2,522,824	2,522,824	2,497,423	(25,401)
CIVIL ENFORCEMENT	1,999,692	1,999,692	2,028,062	28,370
COUNTY JAIL 8 & 9	20,693,583	20,633,583	16,342,023	(4,351,560)
COURT SECURITY AND PROCESS	6,981,000	6,981,000	7,066,336	85,336
DEPARTMENTAL SERVICES	8,518,801	8,518,801	7,419,597	(1,099,204)
GRANT SERVICES	2,338,064	3,122,672	2,534,573	196,509
HALL OF JUSTICE JAILS	15,662,426	15,662,426	14,644,673	(1,017,753)
JAIL PROGRAMS	1,919,627	1,919,627	1,922,575	2,948
JAIL SERVICES	5,847,755	6,033,255	8,290,123	2,442,368
SAN BRUNO JAILS	16,114,514	16,114,514	18,179,605	2,065,091
SHERIFF ADMINISTRATION	1,593,897	1,593,897	1,300,043	(293,854)
SHF-RECRUITMENT & TRAINING	453,001	453,001	4,977,688	4,524,687
WORK ORDER SERVICES	1,433,769	1,484,361	1,665,804	232,035
Total Operating Expenditures	$ 92,866,458	$ 93,827,158	$ 95,676,379	$ 2,809,921
Capital Improvements & Fac. Maint.	$ 3,626,999	$ 3,501,499	$ 550,000	$ (3,076,999)
Total Expenditures	$ 96,493,457	$ 97,328,657	$ 96,226,379	$ (267,078)
Less: Work Order Recoveries	(8,414,769)	(8,465,361)	(8,732,140)	(317,371)
Net Expenditures	$ 88,078,688	$ 88,863,296	$ 87,494,239	$ (584,449)

Department: **SHF SHERIFF (continued)**

Major new expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries	$47,027,631	$49,221,286	$2,193,655
Overtime	3,837,152	2,075,151	(1,762,001)
Mandatory Fringe Benefits	15,370,393	14,273,775	(1,096,618)
Professional & Specialized Services	6,221,718	6,943,093	721,375
Rents and Leases -- Buildings	52,272	454,029	401,757
Materials & Supplies	7,337,659	7,451,848	114,189
Equipment Purchase	100,814	268,845	168,031
Buildings, Structures & Improvements	3,276,999	200,000	(3,076,999)
Debt Service – San Bruno Jail	0	2,467,892	2,467,892
Miscellaneous Other Changes	4,854,050	4,138,320	(715,730)
Total:	**$88,078,688**	**$87,494,239**	**($584,449)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 934.35 FTEs, which is 42.36 FTEs more than the 891.99 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ALTERNATIVE PROGRAMS	24.00	24.00	24.00	-
BESK CASE	33.00	33.00	33.00	-
CIVIL ENFORCEMENT	24.06	24.06	24.06	-
COUNTY JAIL 8 & 9	188.68	188.68	188.44	(0.24)
COURT SECURITY AND PROCESS	87.25	87.25	88.00	0.75
DEPARTMENTAL SERVICES	71.39	71.39	65.35	(6.04)
GRANT SERVICES	4.76	4.76	7.77	3.01
HALL OF JUSTICE JAILS	162.77	162.77	163.76	0.99
JAIL PROGRAMS	9.56	9.56	10.56	1.00
JAIL SERVICES	101.00	101.00	95.00	(6.00)
SAN BRUNO JAILS	159.52	159.52	159.41	(0.11)
SHERIFF ADMINISTRATION	12.00	12.00	12.00	-
SHF-RECRUITMENT & TRAINING	-	-	47.00	47.00
WORK ORDER SERVICES	14.00	14.00	16.00	2.00
Totals	891.99	891.99	934.35	42.36

Department: **SHF SHERIFF (continued)**

The Sheriff's Department has no Special Assistants in its budget.

DESCRIPTION

1. Personnel Cost Changes

New Positions: The budget includes a request for 37.5 new FTEs for FY 2001-02, which would become 38.0 FTEs on a full-year annual basis. The requested new 37.5 FTEs include:

- 35.0 limited-tenure FTE 8302 Deputy Sheriff I positions (70 trainees for six months each) to provide dedicated positions for newly hired Deputies to cover the time they are in their six-month training and are not available for duty, as discussed below.
- One new 8304 Deputy Sheriff (0.75 FTE) to serve as a Courtroom Bailiff at the Hall of Justice. This position will be fully funded by the Trial Courts.
- One new 1426 Senior Clerk Typist for the Civil Investigations unit, which currently employs seven investigators, but has no administrative support.
- One new 1844 Senior Management Assistant in Jail Programs, which oversees all of the Sheriff's Department's Professional Services contracts for Jail Services. The requested new position would replace an existing contract for the services to be provided by the requested new position.

A summary of the salary costs associated with the proposed new positions is as follows.

	Classification	# FTE 2001-02	Salary 2001-02	FTE Annualized	Salary Annualized
8302	Deputy Sheriff I	35.0	$1,351,980	35.0	$1,351,980
8304	Deputy Sheriff	0.75	41,988	1.0	55,984
1426	Senior Clerk Typist	0.75	34,073	1.0	45,431
1844	Senior Management Assistant	1.0	67,903	1.0	67,903
	Total:	**37.5**	**$1,495,944**	**38.0**	**$1,521,298**

The Budget Analyst is recommending approval of the three (2.75 FTE) requested new permanent positions and 25 FTE of the requested 35 FTE limited-tenure positions for newly hired Deptuy Sheriff's for six months of training each. The Budget Analyst is recommending disapproval of the remaining 10 FTE limited-tenure positions.

Mandatory Fringe Benefits: Total mandatory fringe benefit costs are budgeted to decrease by $1,096,618, from $15,370,393 to $14,273,775. This decrease is due mainly to a reduction in the required employer contribution to the State Public Employees Retirement System (PERS) for FY 2001-2002.

Department: SHF SHERIFF (continued)

Full-year funding for new positions added in FY 2000-01: $107,609 in additional costs will be incurred in FY 2001-02 for the first full year of salary and benefits for six new positions added in FY 2000-01.

Overtime: The Department is proposing to decrease its Overtime budget by $1,762,001, or 45.9 percent, from the original budget amount of $3,837,152 in FY 2000-01 to $2,075,151 for FY 2001-02. The Sheriff's Department is proposing this $1,762,001 decrease in Overtime: (a) to transfer $162,001 to Holiday Pay to correct underfunding in that account, and (b) to transfer $1,600,000 to Permanent Salaries and Mandatory Fringe Benefits to create 35.0 FTE new limited-tenure Deputy Sheriff I positions (to cover 70 trainee positions for six months each), which would be filled by new recruits during their six months of training at the Sheriff's Academy before they are assigned to permanent positions.

In the professional judgement of the Budget Analyst, the Sheriff's Department's request of $2,075,151 in its Overtime budget is totally unrealistic. The Budget Analyst estimates that total Overtime costs in FY 2001-02 will be $6.1 million, or approximately $4 million more than the $2,075,151 amount requested by the Sheriff's Department. Our analysis of Overtime needs for the Sheriff's Department is based on the following facts:

(a) In May of 2001, the Sheriff's Department received a supplemental appropriation of $1,487,463, above the Department's original $3,837,152 FY 2000-01 budget for Overtime, to meet the Department's expected Overtime expenditures of approximately $5,324,615 for FY 2000-01. The conditions that contributed to high Overtime expenditures during FY 2000-01 will continue to contribute to overtime costs during FY 2001-02. The Department maintains its policy of filling all of its staffing minimums established by the Department, while attrition rates for uniform staff remain at approximately 10 percent per year, according to Ms. Jean Mariani of the Sheriff's Department. In addition, the Sheriff's Department has had difficulty recruiting to fill vacant Deputy Sheriff positions. The new Deputy Sheriffs that are hired to fill vacant positions first attend six months of training, which requires the Sheriff's Department to backfill vacant positions with Overtime.

(b) The Sheriff's Department's request for 35.0 FTE (70 trainees for six months each) limited-tenure positions for training new Deputy Sheriffs is an effort to reduce Overtime expenditures. In an ideal situation, approximately 70 new Deputy Sheriffs would be recruited annually, enter into one of the requested limited-tenure positions for their six months of training, and then be placed permanently into a recently vacated permanent position. Recruitment would coincide with attrition patterns so that permanent positions would not have to be backfilled with Overtime during the six-month period new recruits are in training. The requested new 35 FTE positions would result in a net cost increase in Salaries, Mandatory Fringe Benefits and training materials.

Department: SHF SHERIFF (continued)

The Budget Analyst agrees with the creation of new limited-tenure training positions to distinguish clearly between training positions and permanent positions needed to meet the Sheriff's Department's permanent staffing needs. Also, if the Department can reduce attrition and increase recruitment, the new limited-tenure training positions will reduce the Department's need to backfill vacant positions with Overtime, and over the long term (two to three years), result in lower costs. However, significant improvements are highly unlikely during FY 2001-02. The Department will continue to backfill existing vacant positions while new recruits are in training, given the Sheriff's Department's existing 28 vacancies for uniform staff and the annual uniform staff attrition rate of approximately 10 percent. Furthermore, based on recruitment information provided by the Sheriff's Department, the Sheriff's Department will not be able to recruit and train the full 70 new Deputy Sheriffs (35 FTE for six months of training each) during FY 2001-02. Therefore, the Budget Analyst recommends reducing the number of requested limited-tenure Deputy Sheriff training positions by 10 FTE, from 35 FTE (70 recruits) to 25 FTE (55 new Deputy Sheriff recruits, since during FY 2001-02 approximately 40 recruits would be in training from mid-February through June, and then continue training into the next fiscal year). The corresponding $259,024 reduction in Salaries ($185,503) and Benefits ($73,521) would still provide funding to backfill with Overtime the vacant permanent positions that the Sheriff's Department's had hoped to fill with new hires.

(c) Based on the recent increase in funding for Budget Analyst Services, the Budget Analyst's Office completed an analysis of staffing patterns at the Sheriff's Department, which found that the Sheriff's Department would need an estimated additional 88.5 FTE permanent positions to be able to meet the minimum staffing levels established by the Department, including 83.59 Deputy Sheriffs and 4.91 FTE Sheriff's Cadets. The 83.59 FTE Deputy Sheriff positions would be in addition to: (1) the Sheriff's Department's current uniform staff of 811 FTE, for a total FTE of 894.59 FTE, (2) the 4.91 Sheriff's Cadet positions would be in addition to the Departments current Cadet staff of 44 FTE, for a total of 48.91 FTE, and (3) the filling of current vacancies. Alternatively, this figure of 88.5 FTE can be interpreted as the number of Deputy Sheriffs and Sheriff's Cadets that must work overtime, at the rate of one and one half times the hourly wage, to meet minimum staffing levels, accounting for breaks, lunch, and various types of leave, such as vacation and compensatory time off. Therefore, the on-going deficiency of 88.5 FTE positions would continue to result in Department Overtime costs, even if the Sheriff's Department were able to fill all of its current vacancies and reduce attrition for its currently authorized staffing level. It should be noted that this staffing analysis used the Department's minimum staffing requirements and did not evaluate whether such staffing minimums are actually appropriate for the Department. In addition, the Budget Analyst notes that the Sheriff's Department chooses to operate without filling all of the positions it currently has in its jails. A comparison between budgeted positions and actual staffing showed that the Sheriff's Department has shifted positions away from the jails and into other functions including City Hall security and administrative areas, such as training, recruiting and completing background checks on

Department: SHF SHERIFF (continued)

applicants. Moving positions out of the jails and into administration contributes to the shortfall in jail staff and resulting Overtime costs.

Based on the reasons presented above and an analysis of Overtime expenditures, the Budget Analyst estimates total Overtime expenditures at the Sheriff's Department for FY 2001-02 will be $6,143,370, including $5,121,301 in General Fund supported Overtime costs. Given the requested budget amount of $2,075,151, the Sheriff's Department can be expected to return to the Board of Supervisors for a supplemental appropriation to fund their projected annual deficit of $4,068,219 in Overtime costs. Ms. Mariani concurs that the Sheriff's Department will have a need to request a supplemental appropriation for Overtime in FY 2001-02.

In the professional judgment of the Budget Analyst, the Sheriff's Department should not have requested such an unrealistic Overtime budget. The Sheriff's Department has indicated that the Budget Analyst is cutting Salaries and Mandatory Fringe Benefits, even though the Budget Analyst has concluded that the Sheriff's Department's Overtime budget is underfunded. It is the responsibility of the Budget Analyst to review the Sheriff's Department's budget as it was submitted by the Mayor and, at the same time, make a full disclosure of the facts. The Sheriff's Department should separately justify its need, if and when it occurs, for additional Overtime funds in the form of a supplemental appropriation request to the Board of Supervisors, in the same manner as any other department that may require additional funds beyond what the Mayor has recommended in their FY 2001-02 budgets.

2. Non-Personnel Cost Changes

Non-personnel cost increases include: (a) Equipment Purchases, which are increasing by $168,031, or 167 percent, from $100,814 to $268,845. The Sheriff's Department plans to replace six vans, three of which are 15-year old vans, three sedans and one wheelchair-accessible van; (b) Professional and Specialized Services are increasing by $721,375, of which $170,000 is for expanded recruitment, hiring and related background checks, $280,000 is for testing of applicants for the Sheriffs Academy and promotive ranks, previously funded with grant funds in FY 1999-00 and FY 2000-01, with the remaining $271,375 of the increase for grant-funded programs; and, (c) Rents and Leases have increased by $401,757 to fund increased rent paid to the Division of Real Estate for space at 555 7th Street. The Sheriff's Department's budget also includes a decrease of $3,076,999 for a one time allocation in FY 2000-01 to build an exercise facility for inmates at the Sheriff's facility at 425 Seventh Street. Ms. Mariani advises that construction on the new exercise facility is expected to begin in late Summer of 2001 and be completed approximately in February of 2003.

3. San Bruno Jail Replacement Project

The Sheriff's Department's budget includes $2,467,892 to fund the first year of debt service for the San Bruno Jail No. 3 replacement project, financed with Certificates of Participation. Ms. Mariani advises that construction for the replacement project will begin in August of 2001 and continue for

Department: SHF SHERIFF (continued)

approximately 42 months, or until January of 2005. The total cost of the replacement project, including design and construction, is expected to be $132,200,582. In FY 2002-03, debt service payments will increase by $2,429,122 to $4,897,014.

DEPARTMENT REVENUES

Department revenues have decreased by $1,698,397 or 25.35 percent and General Fund support has increased by $ 913,948 or 1.10 percent. However, excluding a decrease of $1,901,405 in transfers from special revenue fund balances, fee-generated revenues have increased by $203,008, or 4.2 percent, from $4,797,065 to $5,000,073.

COMMENT

Although the Department's budget has decreased overall primarily due to a reduction of $3,076,999 in Capital and Facilities Maintenance, the Mayor's operating budget provides an increase of $2,809,921. Our recommended reductions, which total $323,826, would still allow an increase of $2,486,095 or 2.7 percent in the Department's operating budget.

epartment: SHF - Sheriff

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
rant Services								
80	001	Permanent Salaries - Misc.				$65,870	$64,190	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
11	001	Admin. Services Manager	1827G	1.00	0.00	69,583	0	69,583
		Senior Management Asst.	1844G	0.00	1.00	0	67,903	-67,903
		Reclassify requested grant-funded position based on recommendation by the Department of Human Resources.						
81	013	Mandatory Fringe Benefits				47,806	47,554	252
		Corresponds to reduction in salaries.						
ruitment & Training								
96	002	Permanent Salaries-Uniform				2,089,253	1,903,750	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: SHF - Sheriff

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
420	002	Deputy Sheriff I	8302L	35.00	25.00	$1,351,980	$1,166,477	$185,50
		Reduce requested new 35 FTE limited-tenure Deputy Sheriff I positions by 10 FTE. The Sheriff's Department requested the 35 FTE (70 trainees for six months each) to create dedicated positions for newly hired Deputies while they are assigned to six months of training at the Sheriff's Academy. However, based on recruitment information provided by the Sheriff's Department, the Sheriff's Department will not be able to recruit and train the full 70 new Deputy Sheriffs (35 FTE for six months of training each) during FY 2001-02. The proposed reduction in Salaries ($185,503) and, as shown below, the corresponding reductions in Mandatory Fringe Benefits ($73,521) and Materials and Supplies ($16,870) represent the incremental cost of training a new Deputy Sheriff I for a vacant positions versus backfilling the vacant position with Overtime. Therefore, the proposed reductions would still provide funding to the Sheriff's Department to backfill with Overtime the vacant 10 FTE positions that would have otherwise been filled with new hires if the Sheriff's Department were able to recruit them.						
396	013	Mandatory Fringe Benefits				651,147	577,626	73,521
		Corresponds to reduction in salaries.						
396	027	Professional & Specialized Services				450,000	442,000	8,000
		To reduce request to actual amount needed by the Sheriff's Department.						
396	040	Materials and Supplies				300,000	283,130	16,870
		Reduce equipment and training supplies for each of the requested limited tenure 10 FTE Deputy Sheriff I positions that the Budget Analyst recommends disapproving, as shown above.						
Sheriff State Special Revenue Fund								
400	035	Other Current Expenses				88,000	50,000	38,000
		To reduce request to actual amount needed by the Sheriff's Department.						
		Total Recommended Reductions						$323,826
		Total Recommended Reserves						156 0

City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Wednesday, June 20, 2001 **1:00 PM** **City Hall, Room 263**

Departmental Budget Hearings

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 1:15 p.m.

011044 **[Budget Hearing and Review, FY 2001-2002]**
Hearing to consider the Annual Budget for Human Welfare and Neighborhood Development; Community Health.

Municipal Transportation Agency
(Human Welfare and Neighborhood Development: Commission Adult and Aging; Child Support Services Department; Children and Families Commission; Children, Youth & Their Families; Human Services; Environment; Human Rights Commission; Rent Arbitration Board; Department on the Status of Women.)

(Community Health - Department of Public Health: Public Health-Community Health Network; Public Health-Public Health.)

(Board of Appeals)

(Companion to File 011040.)
6/1/01, RECEIVED AND ASSIGNED to Finance Committee. Scheduled for consideration on June 20, 2001, at 1:00 p.m.
Heard in Committee. Speakers: Harvey Rose, Budget Analyst; Sandra Nathan, Executive Director, Department of Aging and Adult Services; Deborah Alvarez, Director, Department of Children, Youth and Their Families; Julie Brenman, Director of Planning and Budget, Department of Human Services; Steve Kawa, Mayor's Office; Supervisor McGoldrick; Daniel Kim, Budget/Legislative Affairs Manager, Department of Human Services; Edward Harrington, Controller; David Assamann, Deputy Director, Department of the Environment; Virginia Harmon, Interim Director, Human Rights Commission; Joseph Grubb, Executive Director, Rent Stabilization and Arbitration Board; Rosario Navarette, Interim Executive Director, Department on the Status of Women; Robert Feldman, Executive Secretary, Board of Appeals; Dr. Mitchell Katz, Director, Department of Public Health; Ken Bruce, Budget Analyst's Office.
Continued to June 27, 2001.
CONTINUED by the following vote:
Ayes: 3 - Leno, Peskin, Gonzalez

ADJOURNMENT

The meeting adjourned at 4:17 p.m.

[Budget Analyst Report]
Susan Hom
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CITY AND COUNTY OF SAN FRANCISCO

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 18, 2001

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 2001-2002 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Finance Committee budget hearing.

Finance Committee Budget Hearing - June 20, 2001, 1:00 p.m.

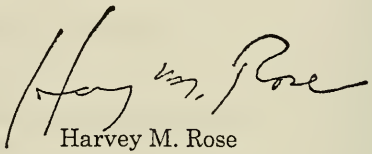
Page

Human Welfare

AGE Adult and Aging Services 1
CHF Children, Youth & Families 12
DSS Human Services 21
ENV Environment 34
HRC Human Rights Commission 39
RNT Rent Arbitration Board 42
WOM Department on the Status of Women 45

Community Health - Department of Public Health

HCN Community Health Network..... 47
HPH Public Health..... 60



Harvey M. Rose

cc: Supervisor Leno
Supervisor Peskin
Supervisor Gonzalez
Clerk of the Board
Controller
Steve Kawa

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: AGE ADULT AND AGING SERVICES

FINANCIAL DATA:

The Department of Adult and Aging Services proposed $27,960,720 budget for FY 2001-02 is $4,361,224 or 18.48 percent more than the original FY 2000-01 budget of $23,599,496. The net increase from the revised FY 2000-01 budget is $2,090,758 or 8.08 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACCESS TO SERVICES	$ 1,671,891	$ 1,671,891	$ 2,405,130	$ 733,239
ADMINISTRATION	109,226	109,226	1,787,740	1,678,514
ADULT SERVICES	-	-	3,403,262	3,403,262
COMMISSION ON THE AGING	1,941,306	1,941,306	1,338,413	(602,893)
COUNTY VETERANS SERVICES	256,068	256,068	287,410	31,342
MENTAL HEALTH CONSERVATOR SERVICES	1,536,922	1,536,922	1,669,611	132,689
PUBLIC ADMINISTRATOR/GUARDIAN	4,157,978	4,157,978	3,777,709	(380,269)
SENIOR CENTRAL DEVELOPMENT	1,500,372	3,500,372	1,484,314	(16,058)
SENIORS INDEPENDENT	7,473,258	7,743,724	6,800,980	(672,278)
SERVICES TO FRAIL ELDERS	4,952,475	4,952,475	5,006,151	53,676
Total Expenditures	$ 23,599,496	$ 25,869,962	$ 27,960,720	$ 4,361,224
Less: Work Order Recoveries	(171,627)	(171,627)	(3,501,889)	(3,330,262)
Net Expenditures	$ 23,427,869	$ 25,698,335	$ 24,458,831	$ 1,030,962

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 115 FTEs, which is 25.95 FTEs more than the 89.05 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: AGE ADULT AND AGING SERVICES (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACCESS TO SERVICES	2.80	2.80	2.80	-
ADMINISTRATION	0.80	0.80	11.24	10.44
ADULT SERVICES	-	-	21.60	21.60
COMMISSION ON THE AGING	17.12	17.12	10.98	(6.14)
COUNTY VETERANS SERVICES	3.00	3.00	3.11	0.11
MENTAL HEALTH CONSERVATOR SERVICES	18.50	18.50	19.77	1.27
PUBLIC ADMINISTRATOR/GUARDIAN	46.83	46.83	45.50	(1.33)
Totals	89.05	89.05	115.00	25.95

SPECIAL ASSISTANT POSITIONS:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1377	Special Assistant XVIII	$116,119	962	Department Head II	$128,996
Totals	1			$116,119			$128,996

Remaining Special Asssistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1368	Special Assistant IX	$60,709	Filled
Totals	1			$ 60,709	

Department: AGE ADULT AND AGING SERVICES (continued)

DEPARTMENT REVENUES

Department revenues have increased by $1,936,227 or 10.72 percent and General Fund support has decreased by $905,265 or 16.90 percent. The Department's main sources of revenue include State and Federal grants, Public Administrator fees, and Parking Tax revenues, which is estimated to provide the Department with $11,674,000 for FY 2001-02. Actual revenues are projected to increase in FY 2001-02, though at a slower rate, than is projected for FY 2000-01. This is due to a weaker economy and a possible withdrawal of $8,000,000 from the Public Administrator-Guardian program's trust fund, from which the Department earns interest.

DESCRIPTION

In FY 2000-01, a new Department of Aging and Adult Services was created by combining the Public Administrator Public Guardian (formerly part of Administrative Services), the Mental Health Conservator (formerly part of the Department of Public Health) and the Commission on Aging.

The $4,361,224 increase in the Department of Aging and Adult Services' FY 2001-02 budget is primarily due to the Department now transferring the Adult (Protective) Services program from the Department of Human Services (DHS). The FY 2001-02 budget for Adult Services reflects an additional $3,403,262 for this transferred program. Adult Services has 21.60 FTE positions, at a salary cost of $1,452,026, including 18.1 FTE positions, which have been transferred from DHS, and 3.5 new FTE positions that are being requested for that program. Since the Department will not officially take over Adult Services until January 2002, each position has been budgeted at 0.50 FTE.

Another significant change in the budget is for Rents and Leases of Buildings and Structures, which increased by $267,793 from the FY 2000-01 original budget. This increase is the result of the relocation of the Public Administrator-Guardian (formerly at 875 Stevenson St.) and the Mental Health Conservator (formerly at 1380 Howard St.) to office space at 1650 Mission St., where Adult Services is already located. The Department plans to relocate County Veterans Services (now at 875 Stevenson St.) and the other remaining divisions (now at 25 Van Ness Ave.) to the Mission St. location in FY 2002-03.

The balance of the cost increase is due to salaries and related fringe benefit increases, resulting from five upward substitutions and one new position for the Administration Division. The Department is also proposing structural changes that would transfer various functions and positions from separate program budgets to the Administration Division's budget and a corresponding decrease in the other program budgets. The result is an increase in the Administration Division's budget of $1,678,514 from the original $109,226. 9.25 FTE positions have been reassigned to this program, mainly from the Commission on Aging and Public Administrator-Guardian programs. To offset this increase, the Commission on Aging budget has decreased by $602,893 and the Public Administrator-Guardian decreased by $380,269.

Finally, the Access to Services program is increasing, while the Seniors Independent program is decreasing because MUNI paratransit costs of $666,931 were transferred between programs. The other cost differences in these two programs reflect changes in grant allocations.

Department: AGE ADULT AND AGING SERVICES **(continued)**

COMMENT

The Mayor's budget provides an increase of $4,361,224. Our recommended reductions, which total $330,687, would still allow an increase of $4,030,537 or 17.08% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS
2000-01

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CID		Access to Services						
1891	001	Permanent Salaries - Misc				$134,771	$134,771	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
1904		Health Worker III	2587A	3.00	0.00	148,366	0	148,366
		Health Worker III	2587G	0.00	3.00	0	148,366	(148,366)
		Change the 2587A classification to a 2587G to indicate that the three Health Worker III positions in the budget are ongoing grant-funded positions. These three positions are supported by Federal government grant funds from Title III of the Older Americans Act allocated through the State Department of Aging.						
CIA		Administration						
884	001	Permanent Salaries - Misc				$714,653	$705,497	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
903	9993M	Attrition Savings - Misc		(0.47)		(30,000)	(39,156)	9,156
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 1823 Senior Administrative Analyst to one 1373 Special Assistant XIV in December of 2000, which resulted in increased salary and fringe benefit costs during the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 1373 Special Assistant XIV position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department for the seven month period (December of 2000 through June of 2001) because of this increase in Attrition Savings.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1884	013	Mandatory Fringe Benefits				178,130	175,935	2,195
		Corresponds to the reduction in Permanent Salaries - Misc.						
1884	060	Equipment Purchase				189,000	140,000	*
		* The recommended reduction in equipment purchase is the total of the following specific recommendations.						
1912	AG002	Cars - Replacement		9.00	6.00	189,000	140,000	49,000
		Reduce the requested nine replacement vehicles by three vehicles to six vehicles. Fund the recommended six replacement vehicles based on the actual estimates provided by the Purchaser's Office for one pickup truck and five compact sedans. The Department currently has a total of 15 vehicles.						
CIF		**Commission on the Aging**						
1895	001	Permanent Salaries-Misc				694,575	679,185	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1905	9993M	Attrition Savings - Misc				(72,451)	(87,841)	15,390
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 2985 Deputy Director, Commission on the Aging to one 1375 Special Assistant XVI in September of 2000, which resulted in increased salary and fringe benefit costs during the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 1375 Special Assistant XVI position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department for the nine month period (September of 2000 through June of 2001) because of this increase in Attrition Savings.						
1895	013	Mandatory Fringe Benefits				169,571	165,887	3,684
		Corresponds to the reduction in Permanent Salaries - Misc.						
1895	035	Other Current Expenses				23,968	13,968	10,000
		Reduce to reflect that the actual expense associated with belonging to the Bay Area Emergeny Perparedness Coalition is $5,000. The proposed budget includes $15,000 for this purpose, which can therefore be reduced by $10,000, without any change in service levels requested.						

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CIJ		**County Veterans Services**						
1900	005	Temporary Salaries - Misc				5,000	0	5,000
		Eliminate Temporary Salaries because three existing Division personnel can provide related support services. In FY 2000-01, no funds were budgeted for Temporary Salaries, such that this would be a new expense for the Division.						
1900	013	Mandatory Fringe Benefits				43,753	43,370	383
		Corresponds to the reduction in Temporary Salaries - Misc.						
CIK		**Mental Health Conservator Services**						
1901	001	Permanent Salaries - Misc				1,240,750	1,234,407	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1910	9993M	Attrition Savings - Misc				(20,514)	(24,504)	3,990
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 2588 Health Worker IV to one 2930 Mental Health Clinician in January of 2001, which resulted in increased salary and fringe benefit costs during the current year, without budgetary approval of the Board of Supervisors. This recommendation will enable the Department to maintain the existing filled 2930 Mental Health Clinician position at the higher salary and fringe benefit cost, but will offset the additional expenditures for the Department for the five month period (February of 2001 through June of 2001) because of this increase in Attrition Savings.						
1910		Human Services Program Manager	2969	1.00	0.00	89,001	0	89,001
		Human Services Section Manager	2948	0.00	1.00	0	86,648	(86,648)
		The requested 2969 Human Services Program Manager should be changed to a 2948 Human Services Section Manager, in accordance with DHR's recommendation.						
1901	013	Mandatory Fringe Benefits				305,559	304,240	1,319
		Corresponds to the reduction in Permanent Salaries - Misc.						

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1901	040	Materials & Supplies Budget				70,629	53,899	16,730
		Reduce to reflect a deletion in funds requested for the purchase of 16 new computers and three new printers. The recommended amount will allow for the purchase of 10 new computers, instead of 16 computers ($2,015 each) and one new printer, instead of three printers ($2,320). Computers can be shared by employees, who spend much of their time in the field.						
CIL		Adult Services						
1902	001	Permanent Salaries - Misc				1,452,026	1,280,580	*
		* The recommended reduction in Permanent Salaries - Misc is the total of the following specific recommendations regarding individual classifications.						
1911		Protective Services Worker	2940N	2.50	0.00	171,446	0	171,446
		Disapprove 2.5 FTEs, which represent five requested new 2940 Protective Services Worker postions on an annualized basis. These positions are included in the Adult and Aging Services budget from January 1, 2002 through June 30, 2002. These positions are proposed to be transferred from the Department of Human Services (DHS) on January 1, 2002. The DHS budget includes 1.25 FTEs, which represent these same five new 2940 Protective Services Worker positions for the period from October 1, 2001 through December 31, 2001. The total number of FTEs, including DHS and the Department of Adult and Aging Services are 3.75 FTEs, representing five new positions. Currently, DHS has six vacant 2940 Protective Service Worker positions in Adult Protective positions in Adult Protective Services out of 30 budgeted 2904 positions, resulting in a vacancy rate of 20%. These vacancies should be filled before these requested new positions are added. However, the Budget Analyst is recommending approval of one new 2904 Human Services Technician position and one new 2912 Senior Social Worker position for Adult Protective Services. In total, the Budget Analyst is recommending 1.75 FTE of the 4.25 FTE requested new positions.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: AGE - Adult and Aging Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1902	013	Mandatory Fringe Benefits				350,108	310,067	40,041
		Corresponds to the reduction in Permanent Salaries - Misc.						
		Total Recommended Reductions						$330,687

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: CHF CHILDREN, YOUTH AND THEIR FAMILIES

FINANCIAL DATA:

The Department of Children, Youth and Their Families proposed $35,322,588 budget for FY 2001-02 is $5,249,269 or 17.45 percent more than the original FY 2000-01 budget of $30,073,319. The net increase from the revised FY 2000-01 budget is $5,439,002 or 18.2 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHILDREN'S BASELINE	$ 6,781,089	$ 6,876,861	$ 7,642,592	$ 861,503
CHILDREN'S FUND PROGRAMS	20,285,895	20,285,895	23,883,497	3,597,602
NON-CHILDREN'S FUND PROGRAMS	3,006,335	2,720,830	3,796,499	790,164
Total Expenditures	$ 30,073,319	$ 29,883,586	$ 35,322,588	$ 5,249,269
Less: Work Order Recoveries	(2,409,010)	(2,319,277)	(2,710,382)	(301,372)
Net Expenditures	$ 27,664,309	$ 27,564,309	$ 32,612,206	$ 4,947,897

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 33.2 FTEs, which is 5.52 FTEs more than the 27.68 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHILDREN'S BASELINE	7.00	7.00	7.00	-
CHILDREN'S FUND PROGRAMS	17.68	17.68	21.20	3.52
NON-CHILDREN'S FUND PROGRAMS	3.00	3.00	5.00	2.00
Totals	27.68	27.68	33.20	5.52

Department: **CHF CHIDREN, YOUTH AND THEIR FAMILIES (continued)**

SPECIAL ASSISTANT POSITIONS

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1363	S.A. IV	$42,334	1365	S.A. VI	$48,729
Exempt	1	1364	S.A. V	45,518	1365	S.A. VI	48,729
Exempt	1	1366	S.A. VII	52,435	1369	S.A. X	65,615
Exempt	1	1367	S.A. VIII	56,402	1368	S.A. IX	60,709
Exempt	1	1367	S.A. VIII	56,402	1369	S.A. X	65,615
Exempt	3	1373	S.A. XIV	90,105	0923	Manager VI	90,105
Exempt	1	1380	S.A. XXI	146,475	0962	Dept. Head II	146,475
Totals	9			$669,881			$706,187

Remaining Special Asssistant Positions

CAQ - Non-Children's Fund Programs

Exempt/ Provisional	Count	Class	Title	Salary	Filled/ Vacant
Exempt	1	1365	S.A. V	$48,729	New Grant-Funded
Declared Permanent	1	1369	S.A. X	65,615	Filled
Exempt	1	1371	S.A. XII	75,951	New Grant-Funded
Totals	3			$190,295	

CBI - Children's Fund Programs

Exempt/ Provisional	Count	Class	Title	Salary	Filled/Vacant
Exempt	1	1363	S.A. IV	$42,334	Filled
Exempt	2	1364	S.A. V	45,519	New
Exempt	1	1365	S.A. V	48,729	Filled
Declared Permanent	1	1366	S.A. VII	52,435	New
Exempt	2	1366	S.A. VII	52,435	Filled
Exempt	3	1367	S.A. VIII	56,402	Filled
Exempt	1	1368	S.A. IX	60,709	New
Exempt	2	1370	S.A. XI	70,627	Filled
Exempt	2	1371	S.A. XII	75,951	Filled
Exempt	1	1371	S.A. XII	75,951	New
Totals	16			$938,428	

Department: CHF CHIDREN, YOUTH AND THEIR FAMILIES (continued)

FAL - Children's Baseline

Exempt/ Provisional	Count	Class	Title	Salary	Filled/Vacant
Declared					
Permanent	1	1361	S.A. II	$36,644	Filled
Exempt	1	1363	S.A. IV	42,334	Filled
Exempt	2	1366	S.A. VII	52,435	Filled
Exempt	1	1371	S.A. XII	75,951	Filled
Totals	5			$259,799	

For FY 2001-02 the Department of Children, Youth and Their Families is proposing reclassifying 3.0 1373 Special Assistant VII positions to become 3.0 0923 Manager IVs and 1.0 1380 Special Assistant XXI position to become 1.0 1241 Department Head II. These conversions are cost neutral. Children, Youth and Their Families is working with the Department of Human Resources (HRD) to conduct a classification study for all Special Assistant positions. The Department expects to receive recommendations on conversion into Civil Service positions from HRD in June 2001.

DEPARTMENT REVENUES

Department revenues have increased by $4,687,602, or 23.11 percent and General Fund support has increased by $260,295 or 3.50 percent compared to the FY 2000-01 budget. The majority of the increase in revenue is due to an increase of $3,597,602 from the Children's Fund, a Charter-mandated Property Tax set aside (Unallocated General Property Taxes). The monies in the Children's Fund, which total $23,883,497, have been set aside for specific program purposes in accordance with the City Charter. Proposition D, which was approved on November 7, 2000, extended the current Children's Fund for an additional 15 years, beyond the current expiration date of June 30, 2001.

In addition, Proposition D designated a new Baseline, the level for City-wide appropriation for children's services, which requires the City to annually appropriate General Fund revenues to children's services that are equal to the percentage amount of General Fund revenues appropriated in FY 2000-01. For FY 2001-02 the total required appropriation for the Children's Baseline is approximately $74,317,000. However, the Controller's Office reports that the actual amount included in the FY 2001-02 budget is $78,377,000, or $4,060,000 more of primarily General Fund revenues than required by the City's Charter. Therefore, reductions to Baseline expenditures included in the Children, Youth and Their Families' proposed budget can be counted as General Fund savings.

Department: **CHF** CHIDREN, YOUTH AND THEIR FAMILIES **(continued)**

DESCRIPTION

The significant changes in the proposed budget for Children, Youth and Their Families include: (1) a $4,892,307 increase for the City Grant Programs; and (2) a $521,677 increase for Services of Other Departments, which results primarily from increased costs for the Department of Telecommunications and Information Services, and MOU-related increases for staff in work order departments.

Children, Youth and Their Families' proposed FY 2001-02 budget includes 5.75 Full-Time Equivalent (FTE) new positions, including the following:

- 1.50 FTE – 1364 Special Assistant Vs;
- 1.00 FTE – 1365 Special Assistant VI;
- 0.75 FTE – 1366 Special Assistant VII;
- 0.75 FTE – 1368 Special Assistant IX;
- 1.75 FTE – 1371 Special Assistant XIIs.
- 5.75 FTE – Total

There is also an offsetting reduction of 0.23 FTEs, resulting in an overall net increase of 5.52 FTE positions for FY 2001-02. As a result of these new positions, various upward substitutions, step adjustments and MOU-related increases, the costs for Permanent Salaries – Misc, and Fringe Benefits are increasing overall by $478,197.

COMMENT

The Mayor's budget provides an increase of $5,249,269. Our recommended reductions, which total $141,117, would still allow an increase of $5,108,152 or 16.99 percent in the Department's budget.

Department: CHF - Children, Youth and Their Families

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savin
CAQ - Non-Children's Fund Programs								
1927	001	Permanent Salaries - Misc				$151,487	$144,150	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1937	9993M	Attrition Savings - Misc		0.00	(0.13)	0	(7,337)	7,3
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitutions of two 1363 Special Assistant IVs to one 1364 Special Assistant V and one 1365 Special Assistant VI. Since both of the substitutions already took place in FY 2000-01, without prior budgetary approval by the Board of Supervisors, the Department has demonstrated that these increased costs could be absorbed without an increase in its salary budget. This recommendation will enable the Department to maintain the existing filled positions at the higher salary and fringe benefit costs, but will not result in additional expenditures for the Department.						
1927	013	Mandatory Fringe Benefits				40,405	38,542	1,863
		Corresponds to the reduction in Permanent Salaries - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CHF - Children, Youth and Their Families

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CBI - Children's Fund Programs								
1932	001	Permanent Salaries - Misc				$1,295,804	$1,208,176	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1940	9993M	Attrition Savings - Misc		(0.55)	(0.68)	(33,686)	(41,644)	7,958
		Increase Attrition Savings - Misc to reflect actual expenditure rate in Permanent Salaries - Misc. for the current year and to offset the effect of the Department's upward substitutions of two 1367 Special Assistant VIIIs to one 1368 Special Assistant IX and one 1369 Special Assistant X. Since both of the substitutions already took place in FY 2000-01, without prior budgetary approval by the Board of Supervisors, the Department has demonstrated that these increased costs could be absorbed without an increase in its salary budget. This recommendation will enable the Department to maintain the existing filled positions at the higher salary and fringe benefit costs, but will not result in additional expenditures for the Department.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: CHF - Children, Youth and Their Families

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savi
1940		Special Assistant V	1364	1.50	0.75	$68,278	$34,139	$34
		Special Assistant IX	1368	0.75	0.00	45,531	0	45,

Disapprove 0.75 FTE 1364 Special Assistant V and 0.75 FTE 1368 Special Assistant. For FY 2001-02, the Department is requesting five new positions to administer and support new and existing programs and two new positions to administer a grant-funded program. The projected workload volume does not justify two new 1364 Special Assistant Vs and one new 1368 Special Assistant IX. The Budget Analyst is, however, recommending approval of one of the requested new 1364 Special Assistant Vs. In addition, the Budget Analyst is recommending approval of one new 1366 Special Assistant VII. We are not recommending these latter two positions on the basis of their classification as Special Assistants, but rather because these two positions appear to be justified.

1932	013	Mandatory Fringe Benefits	322,412	299,933	22,4

Corresponds to the reduction in Permanent Salaries - Misc.

1933	040	Materials & Supplies	78,383	75,713	2,

Reduce to reflect actual costs of information technology and furniture needs of the Department. The resulting $75,713 Materials & Supplies budget would still be $39,213 more than the amount budgeted in the current fiscal year.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: CHF - Children, Youth and Their Families

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
FAL - Children's Baseline								
1934	001	Permanent Salaries - Misc				$266,477	$253,347	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1941	9993M	Attrition Savings - Misc		0.00	(0.22)	0	(13,130)	13,130
		Increase Attrition Savings - Misc to offset the effect of the Department's upward substitution of one 1366 Special Assistant VII to one 1369 Special Assistant X. Since this upward substitutions already took place on July 1, 2000, without prior budgetary approval by the Board of Supervisors, the Department has demonstrated that these increased costs could be absorbed without an increase in its salary budget. This recommendation will enable the Department to maintain the existing filled positions at the higher salary and fringe benefit costs, but will not result in additional expenditures for the Department.						
1934	013	Mandatory Fringe Benefits				61,275	58,054	3,221
		Corresponds to the reduction in Permanent Salaries - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: CHF - Children, Youth and Their Families

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1934	035	Other Current Expenses				$791,181	$788,392	$2,78

Reduce Other Current Expenses by $2,789 because Department has not adequately justified the increase in costs. The resulting $788,392 Other Current Expenses budget would still be $695,772 more than the amount budgeted in the current fiscal year because costs for the Youthworks program in the amount of $695,772 have been moved to this line item.

Total Recommended Reductions **$141,11**

DEPARTMENT: DSS HUMAN SERVICES

FINANCIAL DATA:

The Department of Human Services proposed $436,444,993 budget for FY 2001-02 is $2,852,339 or .65 percent less than the original FY 2000-01 budget of $439,297,332. The net decrease from the revised FY 2000-01 budget is $6,676,887 or 1.51 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATIVE SUPPORT	$ 45,541,426	$ 45,541,426	$ 52,026,349	$ 6,484,923
ADULT SERVICES	57,786,811	57,786,811	62,210,093	4,423,282
CAAP	44,129,547	43,516,336	50,826,437	6,696,890
CALWORKS	94,807,015	94,723,015	93,365,387	(1,441,628)
CHILDREN'S BASELINE	12,341,492	12,341,492	11,374,282	(967,210)
EMPLOYMENT & TRAINING SERVICE	15,362,512	13,346,512	6,783,857	(8,578,655)
FAMILY AND CHILDREN SERVICE	97,783,005	97,783,005	94,654,222	(3,128,783)
FOOD STAMPS	10,564,568	10,564,568	10,392,101	(172,467)
HOUSING & HOMELESS PROGRAMS	22,136,257	26,574,016	23,567,115	1,430,858
MEDI-CAL	23,284,404	23,284,404	19,271,355	(4,013,049)
PROGRAM SUPPORT	6,889,212	6,889,212	7,113,758	224,546
REFUGEE RESETTLEMENT PROGRAM	-	2,100,000	1,279,626	1,279,626
STATE SPECIAL PROJECTS	7,940,287	7,940,287	3,002,368	(4,937,919)
Total Operating Expenditures	$ 438,566,536	$ 442,391,084	$ 435,866,950	$ (2,699,586)
Capital Improvements & Fac. Maint.	$ 730,796	$ 730,796	$ 578,043	$ (152,753)
Total Expenditures	$ 439,297,332	$ 443,121,880	$ 436,444,993	$ (2,852,339)
Less: Work Order Recoveries	(3,575,806)	(3,575,806)	(3,698,491)	(122,685)
Net Expenditures	$ 435,721,526	$ 439,546,074	$ 432,746,502	$ (2,975,024)

Department: **DSS HUMAN SERVICES (continued)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,612.48 FTEs, which is 105.07 FTEs less than the 1,717.55 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

	Fiscal Year 2000-1999		Mayor's Budget Fiscal Year	Proposed Increase (Decrease) From 2000-2001
Full Time Equivalents	Original	Revised	2001-2002	Original Budget
ADMINISTRATIVE SUPPORT	221.96	207.19	218.00	(3.96)
ADULT SERVICES	147.44	141.76	128.47	(18.97)
CAAP	190.75	182.30	176.13	(14.62)
CALWORKS	242.20	232.86	224.34	(17.86)
CHILDREN'S BASELINE	19.03	18.41	18.07	(0.96)
EMPLOYMENT & TRAINING SERVICE	58.73	57.33	63.94	5.21
FAMILY AND CHILDREN SERVICE	371.43	354.51	351.85	(19.58)
FOOD STAMPS	153.56	149.24	142.84	(10.72)
HOUSING & HOMELESS PROGRAMS	18.35	11.78	12.13	(6.22)
MEDI-CAL	192.88	187.70	184.06	(8.82)
PROGRAM SUPPORT	94.51	89.71	88.18	(6.33)
STATE SPECIAL PROJECTS	6.71	4.10	4.47	(2.24)
Totals	1,717.55	1,636.89	1,612.48	(105.07)

Department: DSS HUMAN SERVICES (continued)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	2	1372	SA XIII	$167,562	922	Manager VI	$167,562
Provisional	7	1373	SA XIV	630,734	923	Manager VI	630,734
Provisional	2	1375	SA XVI	208,652	932	Manager VII	208,652
Totals	11			$1,006,948			$1,006,948

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	1	1363	SA IV	$42,073	filled
Provisional	2	1368	SA IX	120,508	filled
Provisional	1	1369	SA X	65,160	filled
Provisional	2	1370	SA XI	140,188	filled
Provisional	2	1371	SA XII	148,849	filled
Totals	8			$516,778	

DEPARTMENT REVENUES

Department revenues have decreased by $4,954,304 or 1.57 percent and General Fund support has increased by $1,979,280 or 1.60 percent.

DESCRIPTION

The Department's proposed budget is decreasing by $2,852,339, which is 0.65 percent less than the original FY 2000-2001 budget of $439,721,526. The major changes in the Department's budget include:

- An increase of $4,053,375 for salaries and fringe benefits. The increase of $4,053,375 includes MOU mandated increases in salaries and fringe benefits, plus 18 new positions, which are offset by

Department: **DSS HUMAN SERVICES (continued)**

increases in attrition savings, and other adjustments, resulting in a net decrease in FTEs of 105.07. The 18 new positions include 5 Business Analyst positions, 5 Protective Services Worker positions, 5 Employment and Training Specialist positions, one Human Service Technician, one Senior Social Worker, and one Research Psychologist. The Research Psychologist position was formerly funded by the Department of Public Health.

- An increase of $1,256,457 for current expenses, including increased rental costs. The amount of $1,256, 456 includes $1,000,000 for a new lease for the proposed Family Assessment Center.
- An increase of $6,525,801, which includes increased costs for Light, Heat, and Power, telephone and computer network services, City Attorney and District Attorney services, and childcare services.
- An increase of $493,452 for materials and supplies.
- An increase of $317,248 for travel and training expenses.
- A decrease of $6,654,521 in professional services contracts.
- A decrease of $8,040,456 in aid payments.
- Other decreases, totaling $ 926,380, for facilities maintenance, equipment purchases, and other costs.

In FY 2001-2002, the Adult Protective Services program will be transferred from the Department of Human Services to the Department of Adult and Aging Services, effective January 1, 2002. DHS will reimburse the Department of Adult and Aging Services for the costs of staff and allocable overhead for the period from January 1, 2002 through June 30, 2002, after the transfer of Adult Protective Services.

Of the 18 new positions, we are recommending approval of 9 new positions, adjusted for timing, and recommending disapproval of 9 new positions.

We are recommending disapproval of:

- 5 new 2940 Protective Services Worker positions, and
- 4 new 9704 Employment and Training Specialist positions.

We are recommending approval of:

- One new 9704 Employment and Training Specialist position;
- One new 1470 Human Services Technician position;
- One new 2912 Senior Social Worker position;
- 4 new 1052 Business Analyst positions;
- One new 1054 Senior Business Analyst position; and
- One new 2575 Research Psychologist position.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CalWORKS								
1972	001	Permanent Salaries - Misc.				$12,159,713	$12,127,430	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1996	001	Social Services Section Manager	2948S	1.0	0.75	86,648	64,986	$21,662
		Reduce by 0.25 FTE to reflect an actual hire date of October 1, 2001.						
1996	001	Assistant Recreation Director	3280S	1.0	0.75	42,486	31,865	10,621
		Reduce by 0.25 FTE to reflect an actual hire date of October 1, 2001.						
1972		Mandatory Fringe Benefits				3,280,155	3,272,448	7,707
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Food Stamps								
1974	001	Permanent Salaries - Misc.				$7,873,916	$7,847,646	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1998	001	Senior Personnel Analyst	1244S	1.0	0.00	70,627	0	70,627
		Personnel Analyst	1241S	0.0	0.75	0	44,357	(44,357)
		Disapprove 1.0 FTE Senior Personnel Analyst and approve 0.75 FTE Personnel Analyst, to reflect actual hire date of October 1, 2001. Currently, DHS has 8.0 FTE Senior Personnel Analysts and no Personnel Analysts. Comparable-size City Departments, such as the Department of Public Works and Department of Public Health, use both 1244 and the lower 1241 classifications to perform personnel analyst functions, and approval of one 1241 position would be consistent with staffing levels of these other City Departments.						
1974	013	Mandatory Fringe Benefits				2,090,185	2,084,810	5,375
		Corresponds to reduction in salaries						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CAAP								
975	001	Permanent Salaries - Misc				$9,738,830	$9,705,075	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
000	001	Eligibility Worker Supervisor	2907S	1.0	0.75	62,826	47,119	15,707
		Reduce by 0.25 FTE to reflect the actual hire date of October 1, 2001.						
001	001	Registered Nurse	2320S	1.0	0.75	72,192	54,144	18,048
		Reduce by 0.25 FTE to reflect the actual hire date of October 1, 2001.						
975	013	Mandatory Fringe Benefits				2,631,641	2,623,713	7,928
		Corresponds to reduction in salaries.						

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Employment and Training Service								
1977	001	Permanent Salaries - Misc.				$3,603,997	$3,419,167	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2003	001	Employment and Training Specialists	9704N	3.75	0.75	231,037	46,207	184,830
		Disapprove 3.00 FTEs, representing 4 new 9704 positions and approve 0.75 FTE, representing one new 9704 position. In FY 2000-2001, DHS received three new 9704 Employment and Training Specialist positions, to provide intensive employment services to participants in the CalWORKS and the Personal Assisted Employment Services (PAES) programs. DHS is requesting five additional positions, equal to 3.75 FTEs, in the FY 2001-2002 budget. Of the five additional positions, four would provide services to CalWORKS and PAES clients and one would provide services to the Learning Disabled Screening Study for Spanish Speakers Pilot Program. Currently, the Employment and Service Training Division of DHS has five vacant 9704 positions out of a total of 37 positions, for a 13.5 percent vacancy rate. These vacancies should be filled before these 4 new positions are added. The Budget Analyst recommends approval of 0.75 FTE for the Learning Disabled Screening Study for Spanish Speakers Pilot Program and disapproval of the other 4 requested positions (3.00 FTEs in FY 2001-2002). In total, with approval of this one new position, the Department would have 38 Employment and Training Specialists.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1977	013	Mandatory Fringe Benefits				$943,898	$898,989	$44,909
		Corresponds to reduction in salaries.						
Family and Children Service								
1979	001	Permanent Salaries - Misc.				21,308,130	21,308,130	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2005	001	Special Assistant X	1369A	1.0	0.0	65,165	0	65,165
		Special Assistant X	1369L	0.0	1.0	0	65,165	(65,165)
		Designate L for limited tenure, to reflect that this position is coordinator of a 3-year demonstration project						
Adult Services								
981	001	Permanent Salaries - Misc.				7,084,177	6,982,046	102,131
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2008	001	Social Work Supervisor	2914S	1.0	0.75	$65,634	$49,226	$16,408
		Reduce by 0.25 FTE to reflect actual hire date of October 1, 2001.						
2008	001	Protective Services Worker	2940S	1.25	0.0	85,723	0	85,723
		Disapprove 1.25 FTEs, which represent five requested new Protective Services Worker positions. These positions are included in the DHS budget for the period from October 1, 2001, through December 31, 2001. Adult Protective Services (APS) will be transferred to the Department of Adult and Aging Services on January 1, 2002., and 2.50 FTE 2940 Protective Services Workers are included in the Department of Adult and Aging Services budget for the period from January 1, 2002 through June 30, 2002. The total number of FTEs, including DHS and the Department of Adult and Aging Services, are 3.75 FTEs, representing five new positions. Currently, DHS has 6 vacant 2940 Protective Service Worker positions in Adult Protective Services out of 30 budgeted 2904 positions, resulting in a vacancy rate of 20 percent. These vacancies should be filled before these requested new positions are added. However, the Budget Analyst is recommending approval of one new Human Services Technician position and one new Senior Social Worker position for Adult Protective Services, which would be transferred to the Department of Adult and Aging Services, effective January 1, 2001.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1981	013	Mandatory Fringe Benefits				$1,882,591	$1,858,677	$23,914
		Corresponds with reduction in salaries.						
Housing and Homeless Programs								
1982	001	Permanent Salaries - Misc				771,850	765,183	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2010	001	Manager V	0922S	2.0	1.0	167,562	83,781	83,781
		Program Support Analyst	2917A	2.5	3.5	192,784	269,898	(77,114)
		Reduce 0922 Manager V by 1.0 FTE and increase 2917 Program Support Analyst by 1.0 FTE to reflect the actual classification of the incumbent in the position.						
1982	013	Mandatory Fringe Benefits				229,597	228,596	1,001
		Corresponds with reduction in salaries.						

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1982	027	Professional and Specialized Services				$22,625,587	$22,625,587	*
		* Reserve 250,000 for the proposed Franciscan Hotel for transitional housing for families, pending submission of budget details.						
		Administrative Support						
1985	035	Other Current Expenses				12,551,960	12,551,960	*
		* Reserve $1,000,000 for rent for the Family Assessment Center. According to DHS, the Department is currently working with the Department of Real Estate to negotiate a lease for the proposed Family Assessment Center. Total expected rent for the Family Assessment Center in FY 2001-2002 is approximately $1,300,000, including $319,200 reserved in the FY 2000-2001 budget.						
1985	040	Materials and Supplies				1,985,985	1,667,076	318,90
		Reduce by $318,909 . In FY 2000-2001, DHS budgeted but did not spend $480,000 for leasing computers. Instead, DHS expended approximately $550,000 from the FY 2000-2001 Materials and Supplies budget for new computers, for a total overexpenditure of the FY 2000-2001 Materials and Supplies budget of approximately $267,764, as of June 15, 2001. The requested FY 2001-2002 Materials and Supplies budget is $522,942 or 35.7 percent more than the FY 2000-2001 Materials and Supplies budget. Of this amount of $522,942, DHS has requested $387,942 for new computers plus $80,000 for materials and supplies for 18 new requested positions. Because DHS was able to pay for a portion of their new computers in FY 2000-2001 with existing Materials and Supplies funds, and because the Budget Analyst is recommending approval of 9 of the 18 requested new positions, the Budget Analyst recommends that the requested FY 2001-2002 Materials and Supplies budget be reduced by $318,909, which still leaves the Department with $180,543, or 12.15 percent, more than the FY 2001-2002 budget of $1,486,533.						

Department: Human Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1986	060	Equipment Purchase				$346,394	$308,000	*
		The recommended reduction in Equipment Purchase is the total of the following specific recommendations .						
2023		Moving Truck	SS021N	1.0	0.0	38,394	0	38,394
		Reduce by $38,394. DHS has not shown that purchasing a moving truck would be more cost-effective than leasing such a truck when needed.						
		Total Recommended Reductions						**$936,205**
		Total Recommended Reserves						**$1,250,000**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: ENV ENVIRONMENT

FINANCIAL DATA:

The Department of Environment's proposed $1,841,323 budget for FY 2001-02 is $263,289 or 16.68 percent more than the original FY 2000-01 budget of $1,578,034. The net increase from the revised FY 2000-01 budget is $208,289 or 12.75 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
COMMUTE ASSISTANCE	$ -	$ 55,000	$ -	$ -
ENVIRONMENT	1,578,034	1,578,034	1,841,323	263,289
Total Expenditures	$ 1,578,034	$ 1,633,034	$ 1,841,323	$ 263,289
Less: Work Order Recoveries	(637,644)	(637,644)	(1,093,549)	(455,905)
Net Expenditures	$ 940,390	$ 995,390	$ 747,774	$ (192,616)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 15.49 FTEs, which is 2.45 FTEs more than the 13.04 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: ENV ENVIRONMENT (continued)

Full Time Equivalents	Fiscal Year 2000-1999 Original	Fiscal Year 2000-1999 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
COMMUTE ASSISTANCE	-	-	-	-
ENVIRONMENT	13.04	13.04	15.49	2.45
Totals	13.04	13.04	15.49	2.45

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1373	Special Assistant XIV	$86,852	951	Deputy Director I	$83,781
Exempt	1	1375	Special Assistant XVI	104,326	961	Department Head I	104,326
Totals	2			$191,178			$188,107

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	2.75	1368	Special Assistant IX	$135,594	filled
Provisional	3	1370	Special Assistant XI	211,881	filled
Totals	5.75			$347,475	

Department: ENV ENVIRONMENT (continued)

DEPARTMENT REVENUES

General Fund support has decreased by $ 192,616 or 20.50 percent.

DESCRIPTION

The Department of Environment's proposed $1,841,323 budget for FY 2001-02 is $263,289 or 16.68 percent more than the original FY 2000-01 budget of $1,578,034. These increased expenditures are offset by an increase of $455,905 in recoveries from both City Departments and non-City agencies. Changes in the Department of Environment FY 2001-2002 budget, totaling $263,289, include:

- $257,289 in increased salaries and fringe benefit costs, including MOU-mandated increases, one upward substitution, and 3 new requested positions. The 3 new requested positions include one Deputy Director position , and two new Energy Specialist positions.
- $180,000 for administering the Commuter Check program, which provides a pretax deduction for City employees to pay public transportation commute costs.
- $2,277 in increased rental costs.
- $11,335 for services of other City Departments, including computer network and telephone services, and reproduction services.
- A net decrease of $110,050 for materials and supplies, travel and training, and other current expenses.
- A net decrease of $77,562 for professional services contracts. In FY 2001-2002, the Department of the Environment has budgeted $142,300 for professional service contracts, which includes $23,000 for an Integrated Pest Management Contract, and $119,300 for proposed contracts for energy conservation projects.

COMMENT

The Mayor's budget provides an increase of $263,289. Our recommended reductions, which total $43,332, would still allow an increase of $219,957 or 13.9% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Environment

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2026	001	Permanent Salaries - Misc.				$960,231	$926,497	*
		The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations.						
2030	001	Senior Administrative Analyst	1823N	1.50	0.0	104,374	0	104,374
		Senior Energy Specialist	5608N	0.0	1.50	0	102,338	(102,338)
		Disapprove 1.5 FTE 1823 Senior Administrative Analyst and approve 1.5 FTE 5608 Senior Energy Specialist to reflect actual classification requested by the Department.						
2030	001	Attrition Savings				(21,392)	(53,090)	$31,698
		Increase by $31,698 to reflect the current number of vacant positions.						
2026	013	Mandatory Fringe Benefits				237,536	227,938	9,598
		Corresponds with reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: Environment

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To		Saving
2026	027	Professional and Specialized Services				$142,300	$142,300	*	
		* Reserve $119,300 of the requested amount of $142,300 for new contracts for energy projects, pending award of the contracts and submission of budget details, including hourly rates and estimated hours.							
		Total Recommended Reductions							$43,3

DEPARTMENT: HRC HUMAN RIGHTS COMMISSION

FINANCIAL DATA:

The Human Rights Commission's proposed $4,464,296 budget for FY 2001-02 is $144,904 or 3.35 percent more than the original FY 2000-01 budget of $4,319,392. The net increase from the revised FY 2000-01 budget is $184,904 or 4.32 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
HUMAN RIGHTS COMMISSION	$ 4,319,392	$ 4,279,392	$ 4,464,296	$ 144,904
Total Expenditures	$ 4,319,392	$ 4,279,392	$ 4,464,296	$ 144,904
Less: Work Order Recoveries	(2,456,715)	(2,456,715)	(2,604,397)	(147,682)
Net Expenditures	$ 1,862,677	$ 1,822,677	$ 1,859,899	$ (2,778)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 43.24 FTEs, which is .94 FTE more than the 42.30 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-1999 Original	Fiscal Year 2000-1999 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
HUMAN RIGHTS COMMISSION	42.30	42.30	43.24	0.94
Totals	42.30	42.30	43.24	0.94

Department: HRC HUMAN RIGHTS COMMISSION (continued)

DEPARTMENT REVENUES

General Fund support has increased by $2,778 or .10 percent.

DESCRIPTION

The Human Rights Commission's proposed $4,464,296 budget for FY 2001-02 is $144,904 or 3.35 percent more than the original FY 2000-01 budget of $4,319,392. The major changes to the proposed Human Rights Commission budget include:

- $163,181 in increased salaries and fringe benefits, resulting from MOU mandated increases, one upward substitution of an existing Executive Secretary I position to an Executive Secretary II position, and one new Clerk position. According to the Human Rights Commission, the upward substitution of the Executive Secretary II position and the new Clerk position were necessary to comply with the Sunshine Ordinance and to meet the increased request for public records.
- $14,948 in increased costs for Professional and Specialized Services. The Human Rights Commission has increased funding for the Bonding and Financial Assistance Program, which provides bonding and financial assistance to qualified minority, women, and local business enterprises bidding for City construction projects, by $78,600, offset by other reductions in service contracts of $63,652.
- $13,807 in increased costs for services to other City Departments, including Department of Telecommunications and Information Services maintenance and operation charges for the Citywide Diversity Tracking System.
- $47,032 in decreased costs for materials and supplies and other current expenses.

The Human Rights Commission has no special assistant positions.

COMMENT

The Mayor's budget provides an increase of $144,904. Our recommended reductions, which total $21,164, would still allow an increase of $123,740 or 2.86% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: Human Rights Comission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2036	001	Permanent Salaries - Misc.				$1,705,644	$1,688,540	*
		The recommended reduction in Permanent Salaries - Misc. is the total of th following specific recommendations						
2039	001	Attrition Savings				(84,400)	(101,504)	17,104
		Increase attrition savings by $17,104 to reflect the actual projected salary savings in FY 2000-2001. In addition to projected underexpenditure of permanent salaries and increased salary savings in FY 2000-2001, the Human Rights Commission created one new 1404 Clerk position, which was filled on December 4, 2000, and substituted to a higher classification and filled one 1452 Executive Secretary II position on January 11, 2001, prior to obtaining Board of Supervisors approval.						
2036	013	Mandatory Fringe Benefits				416,321	412,261	4,060
		Corresponds with reduction in salaries.						
		Total Recommended Reductions						$21,16

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: RNT RENT ARBITRATION BOARD

FINANCIAL DATA:

The Rent Arbitration Board's proposed $3,055,286 budget for FY 2001-02 is $228,386 or 6.96 percent less than the original FY 2000-01 budget of $3,283,672. The net decrease from the revised FY 2000-01 budget is $551,457 or 15.29 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
RENT BOARD	$ 3,283,672	$ 3,606,743	$ 3,055,286	$ (228,386)
Total Expenditures	$ 3,283,672	$ 3,606,743	$ 3,055,286	$ (228,386)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 27.06 FTEs, which is 3.73 FTEs less than the 30.79 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
RENT BOARD	30.79	34.93	27.06	(3.73)
Totals	30.79	34.93	27.06	(3.73)

Department: RNT RENT ARBITRATION BOARD (continued)

The Department does not have any existing or proposed Special Assistant classifications.

DEPARTMENT REVENUE

Department revenues when compared with the original FY 2000-01 budget would decrease by $228,386 or 6.96 percent, however, Department revenues will decrease by $551,457, or 15.29 percent, when compared with the revised FY 2000-01 budget. All rental units in the City, with specific exceptions, are subject to the provisions of the Rent Arbitration Board (Rent Board) Ordinance and the Rent Board's annual fees. The activities of the Rent Board are fully funded by these fees.

In FY 2000-01, the Board of Supervisors approved a $3 increase in the annual Rent Board Fee, from $16 to $19 per rental unit, together with a supplemental appropriation of these additional fee revenues (Files 00-1264 and 00-1428). This fee increase was for a one-year period, to address the Department's growing backlog of petitions that had been filed by landlords and tenants. Because this backlog has now been reduced, for FY 2001-02, the annual Rent Board Fee will return to the previous $16 annual fee, resulting in the projected reduction in revenues. This reduction in Rent Board fees does not require Board of Supervisors separate approval.

DESCRIPTION

To adjust for the reduction in revenues, the Rent Board's net expenditures for FY 2001-02 will decrease by $551,457 from the revised FY 2000-01 budget, primarily due to (1) $207,579 through the elimination of the 3.0 FTE temporary Administrative Law Judge positions which were hired to reduce the backlog of petitions, (2) $146,012 from Permanent Salaries due to an increase in Attrition Savings and (3) $54,622 for the related fringe benefit costs. The other major reductions in the Rent Board's budget for FY 2001-02 include: $80,000 for Professional and Specialized Services and approximately $60,000 for Materials and Supplies.

Proposition H, approved by the San Francisco voters in November of 2000, amended the City's rent control law to prohibit tenant rent increases based on costs for most capital improvements, retroactive to April 10, 2000, and limited rent increases due to additional operating and maintenance costs to a maximum of seven percent. A petition and complaint was subsequently filed by landlord organizations for a preliminary injunction to prevent Proposition H from taking effect. In addition, the Board of Supervisors approved an ordinance (File 01-0060) placing a temporary moratorium, effective April 1, 2001, to stop the Rent Board from processing landlord capital improvement petitions until this Court case is resolved. Although landlords continue to submit petitions to the Department, in order to preserve the landlord's rights to an increase if Proposition H is found to be unlawful, the Rent Board is not currently processing any of these landlord petitions for capital improvements, until a final decision is rendered. The Department has a current backlog of approximately 200 such petitions, should the Courts require the Department to process them. This backlog is expected to grow by an indeterminate amount until a decision is reached, which could be 12 to 24 months from now, if an appeal is filed. On June 13, 2001, the Superior Court requested additional briefs and continued the hearing to July 18, 2001.

Department: RNT RENT ARBITRATION BOARD **(continued)**

Based on a release of $175,000 of reserved funds in December of 2000 (File 00-2009), the Rent Board has hired a consultant to conduct a Socio-economic Housing Study, which is anticipated to be completed in January of 2002.

RECOMMENDATIONS

None.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: WOM DEPARTMENT ON THE STATUS OF WOMEN

FINANCIAL DATA:

The Department on the Status of Women's proposed $2,648,546 budget for FY 2001-02 is $97,560 or 3.55 percent less than the original FY 2000-01 budget of $2,746,106. The net decrease from the revised FY 2000-01 budget is $21,357 or .80 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHILDREN'S BASELINE	$ 165,997	$ 273,031	$ 273,031	$ 107,034
COMMISSION ON STATUS OF WOMEN	2,396,109	2,212,872	2,191,515	(204,594)
DOMESTIC VIOLENCE PROGRAM	184,000	184,000	184,000	-
Total Expenditures	$ 2,746,106	$ 2,669,903	$ 2,648,546	$ (97,560)
Less: Work Order Recoveries	(54,600)	(54,600)	(102,279)	(47,679)
Net Expenditures	$ 2,691,506	$ 2,615,303	$ 2,546,267	$ (145,239)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 7.84 FTEs, which is the same as the 7.84 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
COMMISSION ON STATUS OF WOMEN	7.84	7.84	7.84	-
Totals	7.84	7.84	7.84	-

Department: **WOM DEPARTMENT OF THE STATUS OF WOMEN (continued)**

DEPARTMENT REVENUES

- General Fund support has decreased by $145,239 or 5.80 percent.

DESCRIPTION

The net decrease in Department on the Status of Women net expenditures from the FY 2000-01 original budget is $145,239. The net expenditure decrease in the proposed budget is primarily related to:

- $25,000 net decrease in City Grant Programs, which totals $1,853,173 in the Mayor's proposed budget and represents the associated costs of the City's funding of domestic violence shelters and victim services. The net decrease includes:
  - $107,034 increase in the Children's Baseline City Grant Program and
  - $132,034 decrease in the Commission on the Status of Women Grant Program;
- $52,321 net decrease in Professional & Specialized Services. The net decrease includes:
  - $100,000 decrease due to the completion of the Public Awareness Campaign and
  - $47,679 increase in services related to domestic violence prevention services;
- $ 2,028 decrease in Permanent Salaries – Misc.;
- $20,793 decrease in Equipment Purchases;
- $47,679 decrease in Interdepartmental Recovery for increased work order recoveries related to domestic violence prevention services for CalWORKS clients;
- $ 1,913 increase in Mandatory Fringe Benefits; and,
- $ 669 increase in Services of Other Departments.

Personnel: The number of full-time equivalent positions budgeted for FY 2001-02 is 7.84 FTEs, which is the same as the 7.84 FTEs in the original FY 2000-01 budget. The proposed budget also includes a position substitution of 1.0 FTE 2998 Representative, Commission on the Status of Women for 1.0 FTE 1823 Senior Administrative Analyst, which was approved by the Department of Human Resources and would increase permanent salaries by $1,491 for FY 2001-2002.

RECOMMENDATIONS

None.

DEPARTMENT: HCN COMMUNITY HEALTH NETWORK

FINANCIAL DATA:

The Community Health Network's proposed $599,211,862 budget for FY 2001-02 is $56,112,411 or 10.33 percent more than the original FY 2000-01 budget of $543,099,451. The net increase from the revised FY 2000-01 budget is $55,789,472 or 10.27 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHILDREN'S BASELINE	$ 12,431,706	$ 12,431,706	$ 16,003,321	$ 3,571,615
FORENSICS - AMBULATORY CARE	22,084,599	22,084,599	23,683,646	1,599,047
HEALTH AT HOME	4,661,271	4,608,221	5,016,930	355,659
LAGUNA HONDA - LONG TERM CARE	124,598,827	124,589,209	135,050,978	10,452,151
LAGUNA HONDA HOSP - ACUTE CARE	1,677,671	1,677,671	1,754,115	76,444
LAGUNA HONDA HOSP - COMM SUPPORT CARE	1,032,137	1,032,137	1,085,569	53,432
PRIMARY CARE - AMBU CARE - HEALTH CNTRS	36,081,764	35,760,373	36,616,731	534,967
PRIMARY CARE - COMM SUPP - IHSS	747,698	747,698	785,083	37,385
SFGH - ACUTE CARE - FORENSICS	2,088,670	2,088,670	2,188,430	99,760
SFGH - ACUTE CARE - HOSPITAL	263,478,112	262,757,154	272,437,418	8,959,306
SFGH - ACUTE CARE - PSYCHIATRY	23,097,419	24,297,419	24,142,854	1,045,435
SFGH - AMBU CARE - ADULT MED HLTH CNTR	3,096,796	3,096,796	3,363,057	266,261
SFGH - AMBU CARE - FAMILY HEALTH CENTER	1,905,541	1,905,541	1,991,915	86,374
SFGH - AMBU CARE - METHADONE CLINIC	1,644,929	1,644,929	1,695,192	50,263
SFGH - AMBU CARE - OCCUPATIONAL HEALTH	1,651,380	1,651,380	1,717,739	66,359
SFGH - AMBU CARE - WOMEN'S HEALTH CENTER	2,153,712	2,303,712	2,129,583	(24,129)
SFGH - EMERGENCY - EMERGENCY	11,362,209	11,362,209	12,423,296	1,061,087
SFGH - EMERGENCY - PSYCHIATRIC SERVICES	4,228,456	4,228,456	4,377,468	149,012
SFGH - LONG TERM CARE - RF PSYCHIATRY	14,191,367	14,191,367	14,798,240	606,873
Total Operating Expenditures	$ 532,214,264	$ 532,459,247	$ 561,261,565	$ 29,047,301
Capital Improvements & Fac. Maint.	$ 10,885,187	$ 10,963,143	$ 37,950,297	$ 27,065,110
Total Expenditures	$ 543,099,451	$ 543,422,390	$ 599,211,862	$ 56,112,411
Less: Work Order Recoveries	(18,775,526)	(7,815,222)	(7,306,058)	11,469,468
Net Expenditures	$ 524,323,925	$ 535,607,168	$ 591,905,804	$ 67,581,879

Department: HCN COMMUNITY HEALTH NETWORK (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 4,800.49 FTEs, which is 11.32 FTEs more than the 4,789.17 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHF-PUBLIC HEALTH	-	-	-	-
CHILDREN'S BASELINE	147.27	147.27	147.23	(0.04)
FORENSICS - AMBULATORY CARE	202.98	202.98	206.73	3.75
HEALTH AT HOME	57.72	57.72	59.67	1.95
LAGUNA HONDA - LONG TERM CARE	1,494.54	1,494.54	1,482.74	(11.80)
LAGUNA HONDA HOSP - ACUTE CARE	18.25	18.25	18.25	-
LAGUNA HONDA HOSP - COMM SUPPORT CARE	15.09	15.09	15.10	0.01
PRIMARY CARE - AMBU CARE - HEALTH CNTRS	386.47	386.47	395.20	8.73
PRIMARY CARE - COMM SUPP - IHSS	8.25	8.25	8.25	-
SFGH - ACUTE CARE - FORENSICS	24.73	24.73	24.73	-
SFGH - ACUTE CARE - HOSPITAL	1,782.42	1,782.42	1,798.56	16.14
SFGH - ACUTE CARE - PSYCHIATRY	182.54	182.54	182.54	-
SFGH - AMBU CARE - ADULT MED HLTH CNTR	41.49	41.49	41.62	0.13
SFGH - AMBU CARE - FAMILY HEALTH CENTER	22.45	22.45	22.45	-
SFGH - AMBU CARE - METHADONE CLINIC	13.91	13.91	13.91	-
SFGH - AMBU CARE - METHADONE GRANT	-	-	-	-
SFGH - AMBU CARE - OCCUPATIONAL HEALTH	14.11	14.11	14.21	0.10
SFGH - AMBU CARE - WOMEN'S HEALTH CENTER	24.53	24.53	24.53	-
SFGH - EMERGENCY - EMERGENCY	99.69	99.69	103.41	3.72
SFGH - EMERGENCY - PSYCHIATRIC SERVICES	40.85	40.85	40.85	-
SFGH - LONG TERM CARE - RF PSYCHIATRY	211.88	211.88	200.51	(11.37)
Totals	4,789.17	4,789.17	4,800.49	11.32

DEPARTMENT REVENUES

Department revenues have increased by $63,480,260 or 11.09 percent and General Fund support has increased by $ 32,158,961 or 19.90 percent.

Major revenue changes in the Community Health Network between FY 2000-01 and FY 2001-02 include: (a) increases in MediCal at San Francisco General Hospital (SFGH) as follows: $2.7 million in SB 1255 funds, $500,000 in MAA/TCM revenue, $1.0 million for outpatient pharmacy billings, $1.0

Department: HCN COMMUNITY HEALTH NETWORK (continued)

million increase in State Short Doyle MediCal $500,000 for Trauma expansion (b) a decrease of $2.7 million in MediCal GME at SFGH (c) a $2.6 million increase in Medicare based on actual billings and receipts at SFGH (d) a reduction of $5.0 million for Laguna Honda Hospital (LHH) due to loss of one-time State funds (e) an increase of $754,000 in Primary Care and (f) an increase of $145,000 in California Children Services State funds for home care for children

Special Assistants Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	4	1372	SA XIII	$ 322,284	0922	Mgr. V	$ 322,284
Exempt	2	1374	SA XV	186,563	0931	Mgr. VII	186,563
Exempt	1	1381	SA XXII	151,615	0943	Mgr. XII	151,615
Provisional	1	1373	SA XIV	86,652	2142	Reimb. Mgr	90,105
Exempt	1	1374	SA XV	93,281	0931	Mgr. VII	93,281
Totals	9			$ 840,395			$ 843,848

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1375	SA XVI	$ 100,328	Vacant
Exempt	1	1373	SA XIV	86,652	Vacant
Exempt	1	1368	SA IX	60,709	Filled
Exempt	1	1369	SA X	65,615	Filled
Totals	4			$ 313,304	

The Department has 9 Special Assistant positions that will be reclassified into other job classifications in the FY 2001-02 budget. Four additional Special Assistant positions, two of which are vacant and two of which are filled, will remain Special Assistants in the FY 2001-02 budget.

Department: HCN COMMUNITY HEALTH NETWORK **(continued)**

DESCRIPTION

The increase in Community Health Network (HCN) total expenditures from the FY 2000-01 original budget is $56,112,411. Major expenditure changes in the proposed budget, as compared to the original FY 2000-01 budget, are summarized below:

- $24.9 million for the LHH replacement project (funded by Tobacco settlement funds)
- $1.1 million in State/Federal funds for costs associated with reinstatement of outpatient pharmacy at SFGH and $1.0 million in General Fund monies for related personnel costs
- $3.0 million in General Fund monies for implementation of the Children's Insurance Initiative
- $5.0 million for Capital improvements at community-based Primary Care clinics (Funds are reserved by the Controller pending receipt of Federal Revenues.)
- $747,000 in Federal Funds for traumatic brain injury program
- $755,000 in Federal Funds for enhancements to clinical information systems

The proposed budget includes a net increase of 11.32 full-time equivalent (FTE) positions over the FY 2000-01 original budget. In the FY 2001-02 proposed budget, the Community Health Network has eliminated 23.21 FTE positions and added 34.53 FTE new positions. The 34.53 new positions are described below.

- 25.91 new positions as follows:

  6.50 FTE new positions to implement the Children's Insurance Initiative

  3.38 FTE new positions for social work case management services in primary care to provide early intervention for high risk, high utilizer patients

  1.50 FTE new positions to expand home health services for children up to 21 years old

  0.60 FTE new positions to provide continuous service during regular staff time off for the Maxine Hall Health pilot program that integrates mental health with primary care services

Department: HCN COMMUNITY HEALTH NETWORK (continued)

0.75 FTE position for Facilities Maintenance

0.75 FTE position in medical Forensic Services converted from a contract position and 1.50 FTE positions in Forensic Recovery for expanded workorders

0.89 FTE new position for SSI Eligibility

0.80 FTE position reassigned from other division of Department (HPH)

4.51 FTE new positions to provide enhancements to the SFGH Trauma Center and to bring the neuro-trama program into compliance with State and American College of Surgeons Level 1 Trauma Center requirements

1.05 FTE new positions for SFGH Emergency Department Overnight Observation Unit to improve the utilization of all treatment areas by transferring to underutilized treatment rooms adult patients who are not in need of critical care but who require overnight observation

1.80 FTE new positions to expand mammography services at SFGH

0.75 FTE new position for an e-commerce pilot program

1.13 FTE new positions for the Clinical Pharmacy Management program at SFGH to minimize inappropriate use of antibiotics and antimicrobials to decrease their cost and reduce hospital lengths of stay

- 3.39 FTE for annualization of positions created in the FY 2000-01 budget
- 5.21 FTE increase in Temporary Salaries-Nurses and Temporary Salaries-Misc.

COMMENT

The Mayor's budget provides an increase of $56,112,411. Our recommended reductions, which total $611,931, would still allow an increase of $55,500,480 or 10.2% in the Department's budget.

As the Department has done numerous times in the past, the Department continues to request new positions, even though the Department has a number of vacancies among its existing positions in the same classifications which are being requested for new positions. The Budget Analyst's analysis focused on identifying new position requests in job classifications for which the Department has (1) existing long-term vacancies (defined as positions that have been vacant for one year or longer) or (2) vacancies in positions that were added as new positions in HCN's FY 2000-01 budget that have not yet

Department: HCN COMMUNITY HEALTH NETWORK (continued)

been filled. The Budget Analyst identified 34.0 FTE positions that the Department created in the FY 2000-01 budget process that have not yet been filled. Additionally, the Budget Analyst identified 99.0 FTE positions that have been vacant for at least one year. Overall, the Department has 493.1 FTE positions that are vacant.

While the Department contends that holding certain positions vacant is necessary to meet its Attrition Savings and to provide sufficient management flexibility, the Budget Analyst questions the practice of requesting new positions at the same time the Department has long term vacancies in the identical classifications. The Budget Analyst believes this practice raises questions about the validity of the need for the additional positions which the Department requests each year, given that the Department did not fill 34.0 new FTE positions approved by the Board of Supervisors in FY 2000-01 despite the fact that the Department argued last year that such positions were needed and therefore had to be approved by the Board of Supervisors.

Also, the Department states that vacant positions in one program should not be reassigned to meet staffing needs in other programs. However, the Budget Analyst notes that all City Departments have the authority to make such reassignments and that the HCN budget, as administered by the Department itself, includes such reassignments each year. Further, leaving the positions vacant in any program does not result in services being provided to the public.

Out of a budget which contains 4,800.49 FTEs, the Budget Analyst has recommended that the Board of Supervisors disapprove the Department's request for 6.52 new FTE positions on the basis that the Department has existing long-term vacancies in these classes that should be filled without creating 6.52 new FTE positions. Given the significant number of long-term vacancies (positions vacant for one year or longer), the Budget Analyst believes that his recommendations are justified. If the Board of Supervisors believes the Department needs additional funds to fulfill other priorities needed by the Department, we believe our recommended reductions should be accepted. Such savings could be reallocated back to the Department at the end of the budget process when meaningful reallocations could be made by the Board of Supervisors instead of permitting the Department to establish new positions where the Department has numerous vacant positions in the same classifications.

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Laguna Honda-Long-Term Care (DA5)-LHH Operating Non-Project								
099	001	Permanent Salaries-Misc.				$63,488,677	$63,428,094	*
		* The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.						
149	001	Attrition Savings-Misc.	9993M	(87.90)	(89.00)	(4,841,383)	(4,901,966)	60,583
		Increase in Attrition Savings to offset the effect of the Department's upward substitutions of various positions, which would result in increased salary and fringe benefit costs made during FY 2000-01 without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						
099	013	Mandatory Fringe Benefits				24,608,768	24,593,380	15,388
		Corresponds to reduction in salaries.						

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Laguna Honda Hospital-Comm. Support Care (DBD)-LHH-Operating-Non-Project								
2103	001	Permanent Salaries-Misc.				$755,140	$747,712	*
		* The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.						
2151	001	Attrition Savings-Misc.	9993M	(0.90)	(1.04)	(48,914)	(56,342)	7,42
		Increase in Attrition Savings to offset the effect of the Department's upward substitutions of one position, which would result in increased salary and fringe benefit costs made during FY 2000-01 without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled position, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						
2103	013	Mandatory Fringe Benefits				218,185	216,269	1,91
		Corresponds to reduction in salaries.						

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Health At Home (DHH) GF- Non-Project								
2105	001	Permanent Salaries-Misc.				$1,482,539	$1,446,865	*
		* The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.						
2153	001	Health Care Billing Clerk II	1636 N	0.75	0.00	35,674	0	35,674
		Disapprove new position on basis that SFGH has had 1.0 FTE vacant in this class since 1999, or approximately two years, that should be reassigned from SFGH and filled to staff the function in this Program instead of creating a new position in the same classification.						
2105	013	Mandatory Fringe Benefits				788,616	778,971	9,645
		Corresponds to reduction in salaries.						

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Primary Care-Ambulatory Care-Health Centers (DHP) GF-Non-Project								
2107	001	Permanent Salaries-Misc.				$13,117,204	$12,916,933	*
		* The recommended reduction in Permanent Salaries-Misc. is the total of the following specific recommendations regarding individual classifications.						
2156	001	Health Care Worker III	2587 N	0.89	0.00	44,015	0	44,0
		Disapprove new 2587 position because DHP has had 1.0 FTE vacant in this class since September 9,1999, or approximately one year and nine months, that should be filled to staff this function instead of creating a new position in the same classification. The reduction of 0.89 FTE 2587 Health Care Worker III would still leave DHP with 26.01 FTE 2587 positions.						
2156	001	Physician Specialist	2230 N	0.50	0.00	54,340	0	54,3
		Disapprove new position on basis that SFGH has had a 0.50 FTE vacant in this class since April 12, 1999, or approximately two years and two months, that should be reassigned from SFGH and filled to staff the function in this Program instead of creating a new position in the same classification.						

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2155	001	Medical Records Technician Disapprove new position on basis that SFGH has had 1.0 FTE vacant position in this class since November 30, 1998 and March 15, 1999, two years and seven months and two years and three months, respectively. These vacancies should be reassigned from SFGH and filled to staff the function in this Program, instead of creating a new position in the same classification.	2112 N	1.00	0.00	$52,698	$0	$52,698
2157	001	Senior Stationary Engineer Disapprove new position on basis that LHH (Laguna Honda Hospital) has had a vacancy in this class since February 19,1999, or approximately two years and four months, that should be reassigned from LHH and filled to staff the function in this Program instead of creating a new position in the same classification.	7355 N	0.75	0.00	49,218	0	49,218
2107	001	Mandatory Fringe Benefits Corresponds to reduction in salaries.				4,946,673	4,898,644	48,029

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2107	004	Permanent Salaries-Nurses * The recommended reduction in Permanent Salaries-Nurses is the total of the following specific recommendations regarding individual classifications.				$7,519,048	$7,340,960	*
2157	004	Registered Nurse Disapprove 1.50 FTE new positions on basis that SFGH has had multiple long-term vacancies in this class since 1999, or approximately two years, that should be reassigned from SFGH and filled to staff to staff the function in this Program instead of creating a new position in the same classification.	2320 N	1.50	0.00	108,288	0	108,28
2158	004	Public Health Nurse Disapprove 1.13 FTE new positions on basis that DHP has had a 1.00 FTE vacancy in this class since July 1, 1999, or almost two years. This vacant position should be filled to staff this function without creating a new position in the same classification.	2830 N	1.13	0.00	69,800	0	69,80

Department: HCN-Community Health Network

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2107	013	Mandatory Fringe Benefits				4,946,673	4,904,891	41,782
		Corresponds to reductions in salaries.						
2158	004	Nurse Practitioner	2328 H	0.71	0.71	$66,011	66,011	*
		*Conversion of this grant-funded position to a full-time permanent position is a policy decision for the Board of Supervisors.						
Forensics-Ambulatory Care (DMF)								
2164	001	Attrition Savings-Misc.		(10.71)	(10.89)	(619,442)	(629,960)	10,518
		Increase in Attrition Savings to offset the effect of the Department's upward substitution of one position, which would result in increased salary and fringe benefit costs made during FY 2000-01 without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						
2114	013	Mandatory Fringe Benefits				2,458,016	2,455,407	2,609
		Corresponds to reduction in salaries.						
		Total Recommended Reductions						$611,931

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: HPH PUBLIC HEALTH

FINANCIAL DATA:

The Department of Public Health's proposed $371,012,196 budget for FY 2001-02 is $31,047,310 or 9.13 percent more than the original FY 2000-01 budget of $339,964,886. The net increase from the revised FY 2000-01 budget is $21,594,657 or 6.18 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CENTRAL ADMINISTRATION	$ 116,109,584	$ 116,182,496	$ 117,151,618	$ 1,042,034
CHILDREN'S BASELINE	23,754,408	24,496,568	25,060,437	1,306,029
CHILDREN'S FUND PROGRAMS	-	-	-	-
COMM HLTH - ADMINISTRATION	10,552,618	10,741,534	11,621,856	1,069,238
COMM HLTH - COMM SUPPORT - HOUSING	5,732,880	6,211,135	8,410,406	2,677,526
COMM HLTH - COMMUNITY SUPPORT - EAP	417,739	188,588	563,076	145,337
COMM HLTH - PREVENTION - AIDS	60,412,516	64,037,697	64,917,367	4,504,851
COMMUNITY HEALTH - EMSA	1,568,146	1,633,886	1,772,760	204,614
COMMUNITY HEALTH - OSH	1,369,922	1,369,922	1,297,255	(72,667)
COMMUNITY HEALTH - BEHM	10,105,119	10,120,875	10,765,147	660,028
COMMUNITY HEALTH - DISEASE CONTROL/AIDS	17,618,209	18,636,792	18,535,172	916,963
COMMUNITY HEALTH - HEALTH EDUCATION	4,321,973	4,376,161	4,276,883	(45,090)
COMMUNITY HEALTH - MATERNAL & CHILD	11,606,726	10,826,564	11,795,126	188,400
DEPARTMENTAL TRANSFER ADJUSTMENT	(98,224,658)	(98,224,658)	(98,224,658)	-
MENTAL HEALTH - ACUTE CARE	5,689,412	5,689,412	5,228,159	(461,253)
MENTAL HEALTH - CHILDREN'S PROGRAM	10,431,634	11,875,276	10,731,855	300,221
MENTAL HEALTH - COMMUNITY CARE	89,965,323	91,227,880	97,251,825	7,286,502
MENTAL HEALTH - COMMUNITY SUPPORT	2,667,410	2,667,410	2,755,044	87,634
MENTAL HEALTH - EARLY INTERVENTION	155,833	155,833	162,988	7,155
MENTAL HEALTH - EMERGENCY CARE	1,100,824	1,100,824	1,137,403	36,579
MENTAL HEALTH - LONG TERM CARE	13,325,662	13,325,662	13,469,741	144,079
NON-CHILDREN'S FUND PROGRAMS	335,581	335,581	351,972	16,391
SUBSTANCE ABUSE	1,232,561	1,221,227	1,232,561	-
SUBSTANCE ABUSE - ACUTE CARE	2,623,090	2,623,090	2,623,090	-
SUBSTANCE ABUSE - COMMUNITY CARE	43,658,474	45,163,884	54,671,213	11,012,739
SUBSTANCE ABUSE - COMMUNITY SUPPORT	1,380,282	1,380,282	1,380,282	-
SUBSTANCE ABUSE - EARLY INTERVENTION	1,953,618	1,953,618	1,953,618	-
Total Operating Expenditures	$ 339,864,886	$ 349,317,539	$ 370,892,196	$ 31,027,310
Capital Improvements & Fac. Maint.	$ 100,000	$ 100,000	$ 120,000	$ 20,000
Total Expenditures	$ 339,964,886	$ 349,417,539	$ 371,012,196	$ 31,047,310
Less: Work Order Recoveries	(12,561,795)	(13,408,676)	(12,939,715)	(377,920)
Net Expenditure	$ 327,403,091	$ 336,008,863	$ 358,072,481	$ 30,669,390

Department: **HPH** PUBLIC HEALTH **(continued)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,389.31 FTEs, which is 110.73 FTEs more than the 1,278.58 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CENTRAL ADMINISTRATION	85.07	85.07	86.41	1.34
CHILDREN'S BASELINE	118.63	118.63	125.50	6.87
CHILDREN'S FUND PROGRAMS	-	-	-	-
COMM HLTH - ADMINISTRATION	78.04	78.04	77.31	(0.73)
COMM HLTH - COMM SUPPORT - HOUSING	2.97	2.97	10.05	7.08
COMM HLTH - COMMUNITY SUPPORT - EAP	5.01	5.01	5.76	0.75
COMM HLTH - PREVENTION - AIDS	115.59	115.59	175.07	59.48
COMMUNITY HEALTH - EMSA	11.12	11.12	11.36	0.24
COMMUNITY HEALTH - OSH	13.34	13.34	12.03	(1.31)
COMMUNITY HEALTH - BEHM	96.37	96.37	99.02	2.65
COMMUNITY HEALTH - DISEASE CONTROL/AIDS	172.46	172.46	181.32	8.86
COMMUNITY HEALTH - HEALTH EDUCATION	28.97	28.97	31.45	2.48
COMMUNITY HEALTH - MATERNAL & CHILD HLTH	138.06	138.06	126.80	(11.26)
MENTAL HEALTH - CHILDREN'S PROGRAM	8.00	8.00	10.50	2.50
MENTAL HEALTH - COMMUNITY CARE	337.50	337.50	352.85	15.35
MENTAL HEALTH - EMERGENCY CARE	13.55	13.55	13.55	-
MENTAL HEALTH - LONG TERM CARE	17.33	17.33	17.33	-
NON-CHILDREN'S FUND PROGRAMS	4.50	4.50	3.88	(0.62)
SUBSTANCE ABUSE - COMMUNITY CARE	32.07	32.07	49.12	17.05
Totals	1,278.58	1,278.58	1,389.31	110.73

DEPARTMENT REVENUES

Department revenue for Public Health budgeted for FY 2001-02 is $352,115,230, which is $24,244,238, or 7.43 percent, more than the department revenue of $327,372,640 in the FY 2000-01 original budget.

General Fund support for Public Health budgeted for FY 2001-02 is $104,181,909, which is $6,325,152, or 6.50 percent, more than the FY 2000-01 original budget.

Major revenue changes in Public Health between FY 2000-01 and FY 2001-02 include: (a) increases in State Funds for Proposition 36, Community Mental Health Services, and California

Department: **HPH PUBLIC HEALTH (continued)**

Children's Services (CCS) Program and State realignment revenues (b) increased Medi-Cal for Community Mental Health Services and Substance Abuse (c) increased grant funds, particularly for Community Health-Prevention-AIDS.

Special Assistants Recommended For Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	SA XIII	$ 80,571	0922	Mgr. V	$ 80,571
Exempt	1	1375	SA XVI	100,328	0932	Mgr. VIII	100,328
Exempt	2	1374	SA XV	186,563	0931	Mgr. VII	186,563
Exempt	1	1377	SA XVIII	121,435	0941	Mgr. X	121,435
Exempt	2	1372	SA XIII	161,142	0922	Mgr. V	161,142
Totals	7			$ 650,039			$ 650,039

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	2	1370	SA XI	$ 141,254	Filled
Exempt	1	1368	SA IX	60,709	Filled
Exempt	1	1364	SA V	45,518	Vacant
Exempt	1	1372	SA XIII	80,571	Filled
Provisional	1	1367	SA VIII	56,402	Vacant
Provisional	1	1370	SA XI	70,627	Filled
Provisional	0.65	1372	SA XIII	52,371	Vacant
Provisional	0.1	1372	SA XIII	8,057	Vacant
Provisional	0.1	1373	SA XIV	8,665	Vacant
Provisional	0.15	1370	SA XI	10,594	Vacant
Provisional	0.18	1370	SA XI	12,713	Vacant
Provisional	0.5	1373	SA XIV	43,326	Filled
Total	8.68			$ 590,807	

The Department has 7 Special Assistant positions that will be reclassified into other job classifications in the FY 2001-02 budget. In addition, there are 8.68 FTE Special Assistant positions that

Department: **HPH PUBLIC HEALTH (continued)**

will remain Special Assistants in the FY 2001-02 budget, 5.5 of which are filled and 3.18 which will remain vacant. Most of these 8.68 remaining Special Assistant positions are grant funded.

DESCRIPTION

The increase in Public Health (HPH) total expenditures from the FY 2000-01 original budget is $31,047,310. Significant expenditure changes in the proposed budget, as compared to the original FY 2000-01 budget, are summarized below:

- $6.7 million for implementation of the Proposition 36 Substance Abuse Crime and Prevention Act of 2000
- $1.2 million for expanded integration of mental health and substance abuse treatment programs
- $2.5 million for Mental Health Homeless Services. This program was previously funded through a grant which in FY 01-02 will be converted to an ongoing, State program.
- $1.2 million for expansion of California Children's Services program
- $1.1 million for emergency room physicians
- $1.6 million for rent increases in leased facilities

The proposed budget includes a net increase of 110.73 full-time equivalent (FTE) positions over the FY 2000-01 original budget. In the FY 2001-02 proposed budget, Public Health has eliminated 13.92 FTE positions and added 124.65 FTE new positions. The Budget Analyst recommends disapproval of 3.55 of the proposed new FTE positions as well as eliminating 7.00 existing vacant positions. The 124.65 new FTE positions are accounted for below:

- 29.50 FTE new position requests as follows:

  7.39 FTE positions that are currently contract positions that HPH is requesting become permanent positions, 2.25 FTE positions of which are in Supportive Housing and 4.50 FTE positions of which are in Substance Abuse, 0.60 FTE position in Mental Health MIS, and .04 FTE position in Health Education Administration.

  8.50 FTE positions for the implementation and operation of Proposition 36, passed by California voters in November 2000 for Substance Abuse Treatment

  2.86 FTE positions for the expansion of the Adult Immunization Clinic

Department: **HPH PUBLIC HEALTH (continued)**

0.75 FTE position for HIV Services

0.75 FTE position to improve workflow in Records and Statistics

2.35 FTE positions for expanded workorders in BEHM (0.50 FTE position), Employee Assistance Program (0.75 FTE position), Department of Children, Youth and Families Childcare (0.75 FTE position) and Substance Abuse (0.35 FTE position)

5.10 FTE positions for expansion of California Children's Services

1.80 FTE positions in Community Health-Ambulatory Care for increased services

- 61.40 new FTE grant-funded positions, 59.48 of which are in Community Health-Prevention-AIDS

- 22.50 new FTEs that are previous grant-funded positions that the Department is requesting become permanent positions as follows:

16.50 FTE positions in the AB 2034 Mental Health Homeless Services. These positions had been funded by a State grant, which in FY 2001-02 the State is converting to an ongoing program and therefore, HPH has included these positions as permanent, State funded positions in its FY 2001-02 budget

6.00 FTE positions for the Reggie Project, an HIV/AIDS information reporting system, that will no longer be grant funded and will instead be General Fund positions

- 11.25 of the increased FTE count is due to the annualization of new positions that were added to the HPH budget in FY 2000-01.

COMMENT

The Mayor's budget provides an increase of $31,047,310. Our recommended reductions, which total $1,944,121, would still allow an increase of $29,103,189 or 8.6% in the Department's budget.

As the Department has done numerous times in the past, the Department continues to request new positions, even though the Department has a number of vacancies among its existing positions in the same classifications which are being requested for new positions. The Budget Analyst's analysis focused on identifying new position requests in job classifications for which the Department has (1) existing long-term vacancies (defined as positions that have been vacant for one year or longer) or (2) vacancies in positions that were added as new positions in HPH's FY 2000-01 budget that have not yet

Department: **HPH PUBLIC HEALTH (continued)**

been filled. The Budget Analyst identified 36.18 FTE positions that the Department created in the FY 2000-01 budget process that have not yet been filled. Additionally, the Budget Analyst identified 22.50 FTE positions that have been vacant for at least one year. Overall, the Department has 147.79 FTE positions that are vacant.

While the Department contends that holding certain positions vacant is necessary to meet its Attrition Savings and to provide sufficient management flexibility, the Budget Analyst questions the practice of requesting new positions at the same time the Department has long term vacancies in the identical classifications. The Budget Analyst believes this practice raises questions about the validity of the need for the additional positions which the Department requests each year, given that the Department did not fill 36.18 new FTE positions approved by the Board of Supervisors in FY 2000-01 despite the fact that the Department argued last year that such positions were needed and therefore had to be approved by the Board of Supervisors.

Also, the Department states that vacant positions in one program should not be reassigned to meet staffing needs in other programs. However, the Budget Analyst notes that all City Departments have the authority to make such reassignments and that the HPH budget, as administered by the Department itself, includes such reassignments each year. Further, leaving the positions vacant in any program does not result in services being provided to the public.

Out of a budget which contains 1,389.31 FTEs, the Budget Analyst has recommended that the Board of Supervisors disapprove the Department's request for 3.55 new FTE positions on the basis that the Department has existing long-term vacancies in these classes that should be filled without creating 3.55 new FTE positions. Additionally, the Budget Analyst has recommended the elimination of 7.00 FTE positions, including 6.00 FTE positions that were created in FY 2000-01, that have remained vacant for at least one year. Given the significant number of long-term vacancies (positions vacant for one year or longer), the Budget Analyst believes that his recommendations are justified. If the Board of Supervisors believes the Department needs additional funds to fulfill other priorities needed by the Department, we believe our recommended reductions should be accepted. Such savings could be reallocated back to the Department at the end of the budget process when meaningful reallocations could be made by the Board of Supervisors instead of permitting the Department to establish new positions where the Department has numerous vacant positions in the same classifications.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
Central Administration (DHA)- GF-Non-Project								
2245	001	Permanent Salaries-Misc.				$3,035,059	$2,628,238	
		* The recommended decrease in Permanent Salaries-Misc. is the total of the following specific recommendations.						
2385	001	Attrition Savings-Misc.	9993M	(5.61)	(11.61)	(380,071)	(786,892)	406,821
		Increase Attrition Savings-Misc. by $52,187 for an 1823 Sr. Administrative Analyst position due to a long-term vacancy. Reallocate the funding to DPC (Community Health Prevention-AIDS) instead of allowing DPC to create a new position.						
		Increase Attrition Savings-Misc. by $354,634 to offset the net effect of (1) various substitutions proposed by DHA that total $349,529. While DHR has approved the proposed substitutions, the Department has not provided an adequate justification. DHR's final approval is pending Board of Supervisors budgetary approval; and, (2) the substitution of an 1822 Administrative Assistant for an 1842 Management Assistant that took place in FY 2000-01, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2245	013	Mandatory Fringe Benefits				$729,326	$633,925	$95,40
		Corresponds to the increases in Attrition Savings.						
Central Administration (DHA)- DPH MIS Project								
2246	027	Professional and Specialized Services				5,110,429	5,110,429*	
		*Reserve $560,429 for MIS contract, pending selection of a contractor and submission of specific contract details including hourly rates and estimated hours to the Board of Supervisors.						
Community Health- Administration (DHC)- GF-Non-Project								
2251	001	Permanent Salaries				4,197,050	4,031,893	
		* The recommended decrease in Permanent Salaries-Misc. is the total of the following specific recommendations.						
2390	001	Senior Accountant	1652	1.00	0.00	53,192	0	53,19
2390	001	Senior Account Clerk	1632	1.00	0.00	49,455	0	49,4:
2391	001	Health Program Coordinator II	2591	1.00	0.00	62,510	0	62,51
		Eliminate these three positions that were created in the FY 2000-01 budget and have not yet been filled. With this reduction, DHC will still have 5.25 FTE 1652 Senior Accountants and 3.65 FTE 1632 Senior Account Clerks.						

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savin
2251	013	Mandatory Fringe Benefits				$1,057,062	$1,015,107	$41
		Corresponds to reductions in salaries.						
Mental Health-Community Care (DMM)-GF Non-Project								
2261	001	Permanent Salaries-Misc				21,197,672	21,044,647	*
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						
2399	001	Sr. Mental Health Clinician	2932 N	0.55	0.00	38,988	0	38
		Disapprove a proposed new 0.55 FTE 2932 position because a new 2932 0.50 FTE was created within DMM in the FY 2000-01 budget and has not yet been filled. The recommended reduction would still leave DMM with 20.90 FTE 2932 Sr. Mental Health Clinician positions.						

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2399	001	Attrition Savings-Misc.	9993M	(38.35)	(39.98)	($2,681,214)	($2,795,251)	$114,037
		Increase Attritition Savings-Misc. by $114,037 to offset the net increase due to: (1) $93,802 in proposed substitutions, which the Department has not adequately justified. While DHR has approved these substitutions, such approval is pending final budget approval by the Board of Supervisors and (2) $20,235 for the substitution of a 0941 Manager X for 2248 Assistant Director of Clinical Services that occurred during the year, without prior Board of Supervisor approval. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.					
2261	013	Mandatory Fringe Benefits				5,268,991	5,233,546	35,44
		Corresponds to reduction in salaries and increase in Attrition Savings.						
		Substance Abuse-Community Care (DMS) GF-Non-Project						
2269	001	Permanent Salaries-Misc.				2,093,633	1,899,031 *	
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2405	001	2591 Health Program Coordinator II		2.00	0.00	$125,019	$0	$125,01
2405	001	1823 Sr. Administrative Analyst		1.00	0.00	69,583	0	69,583
		Eliminate a 2.00 FTE 2591 Health Program Coordinator II position and a 1.0 1823 Sr. Administrative Analyst created in FY 2000-01 that were never filled. After the proposed reduction, DMS would still have 4.0 FTE 1823 Sr. Administrative Analyst positions and 4.0 FTE Health Program Coordinator II positions.						
2269	013	Mandatory Fringe Benefits				506,405	459,685	46,720
		Corresponds to increase in Attrition Savings-Misc.						
		Community Health- BEHM (DPB)- GF-Non-Project						
2277	001	Permanent Salaries-Misc.				5,811,737	5,770,010	
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2411	001	Attrition Savings-Misc.	9993M	(4.64)	(5.26)	($311,956)	($353,683)	41,727
		Increase Attrition Savings by $41,727 to (1) offset the cost of $29,418 in various proposed substitutions for which the Department has not provided adequate justification. Although DHR has approved these substitutions, such approval is pending final budgetary approval by the Board of Supervisors and to (2) offset the effect of $12,309 for the upward substitution of an 1824 Principal Administrative Analyst for an 1823 Senior Administrative Analyst and the substitution of a 1051 Business Analyst Assistant for a 1408 Principal Administrative Analyst that took place in FY 2000-01, without prior Board of Supervisors approval. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.					
2277	013	Mandatory Fringe Benefits				1,293,128	1,283,313	9,81
		Corresponds to the increase in Attrition Savings.						
		Community Health Prevention-AIDS (DPC) GF-Non-Project						
284	001	Permanent Salaries-Misc				1,548,636	1,548,636	*
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
2416	001	Sr. Administrative Analyst	1823 N	0.75	0.00	$52,187	$0	$52,
		Disapprove new 1823 position on basis that DHA (Central Administration) has an 1823 position that has been vacant since July 1, 2000. This vacant position should be filled instead of allowing DPC to create a new position.						
2385	001	Attrition Savings-Misc.				(380,071)	(327,884)	(52,1
		Reduce Attrition Savings-Misc. to permit staffing of one 1823 Sr. Administrative Analyst postion, which would be reallocated to DPC. This recommendation offsets the above recommendation and results in no savings.						
2416	001	Business Analyst-Assistant	1051 H	1.0	1.0	$55,071	$55,072	*
2416	001	Business Analyst-Senior	1053 H	2.0	2.0	147,569	147,569	*
2417	001	Health Worker III	2587 H	2.0	2.0	98,910	98,910	*
2417	001	Health Program Coordinator III	2593 H	1.0	1.0	69,922	69,922	*
		Conversion of these 6.0 FTE previously grant-funded positions to permanent General Fund positions for the REGGIE Project (AIDS/HIV Reporting System) is a policy matter for the Board of Supervisors.						

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Community Health-Disease Control/AIDS-(DPD) GF-Non-Project								
2307	001	Permanent Salaries-Misc				$4,749,400	$4,653,628	*
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						
2437	001	Clerk Typist	1424 N	0.75	0.00	31,096	0	31,096
		Disapprove one, new 1424 position because DPD has a vacant 1424 position that was created in FY 2000-01 and has not yet been filled.						
2439	001	Health Educator	2822	1.00	0.00	64,676	0	64,676
		Eliminate this position because it has been vacant since November 10, 1999, or approximately one year and seven months.						
2307	013	Mandatory Fringe Benefits				1,487,665	1,463,277	24,388
		Corresponds to reductions in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2307	027	Professional and Specialized Services *Reserve $100,000 of proposed sole source contract with Shanti Lifelines for Breast Cancer Case Management and Support Services pending submission of specific contract details including services to be provided, hourly rates and estimated hours to the Board of Supervisors.				$354,898	$354,898*	
2307	040	Materials and Supplies Budget Reduce to $1,103,265 based on FY 2000-01 projected expenditures plus a 10 percent increase for FY 2001-02.				1,264,361	1,103,265	161,09
Community Health-Maternal & Child Health (DPM)-GF-Non-Project								
2346	001	Permanent Salaries-Misc * The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.				2,423,711	2,364,102	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2468	001	Attrition Savings-Misc.	9993M	(3.11)	(4.02)	(202,240)	(261,849)	59,60
		To increase Attrition Savings-Misc. by $59,609 to offset the net increases due to various proposed substitutions, for which the Department has not provided adequate justification. While DHR has approved the proposed substitutions, DHR's final approval is pending budgetary approval by the Board of Supervisors.						
2346	004	Permanent Salaries-Nurses				1,152,869	995,942	
		* The recommended reduction in Permanent Salaries- Nurses is the total of the following specific recommendations regarding individual classifications.						
2468	004	Public Health Nurse	2830 N	1.50	0.00	$115,535	$0	$115,53
		Disapprove 1.50 FTE new 2830 positions on the basis that DPM has two vacant 2830 positions, one created in the FY 2000-01 budget that has not yet been filled and one that has been vacant since December 1999, or approximately one year and six months.						

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savin
2469	004	Attrition Savings-Nurses	9993N	(0.14)	(0.67)	(11,022)	(52,414)	41
		To increase Attrition Savings-Nurses by $41,392 to offset the net increase of proposed substitutions of Nursing positions, which the Department has not adequately justified. While DHR has approved the proposed substitutions, DHR's final approval is pending budgetary approval by the Board of Supervisors.						
2346	013	Mandatory Fringe Benefits				858,639	809,311	49
		Corresponds to reductions in salaries and increases in Attrition Savings.						
		Community Health-Community Support-Housing (DSP)-GF-Non-Project						
2370	001	Permanent Salaries-Misc.				$495,033	$328,516	
		* The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding individual classifications.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2000-01

Department: HPH- Public Health

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2484	001	Attrition Savings-Misc.		(0.03)	(2.83)	(1,783)	(168,300)	166,51
		Increase Attrition Savings-Misc. to offset the $166,517 net increase due to proposed substitutions, which the Department has not adequately justified. While DHR has approved these substitutions, such approval is pending final budget approval by the Board of Supervisors.						
2370	013	Mandatory Fringe Benefits				157,224	117,408	39,816
		Corresponds to increase in Attrition Savings.						
		Total Recommended Reductions						$1,944,121
		Total Recommended Reserves						$660,429

City and County of San Francisco
Meeting Minutes
Finance Committee

Members: Supervisors Mark Leno, Aaron Peskin and Matt Gonzalez

Clerk: Gail Johnson

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Thursday, June 21, 2001 **1:00 PM** **City Hall, Room 263**

Departmental Budget Hearings

Members Present: Mark Leno, Aaron Peskin, Matt Gonzalez.

MEETING CONVENED

The meeting convened at 1:23 p.m.

011045 **[Budget Hearing and Review, FY 2001-2002]**

Hearing to consider the Annual Budget for Culture and Recreation; Public Works, Transportation and Commerce.

(Culture and Recreation: Asian Art Museum; Art Commission; Administrative Services-Convention Facilities; Fine Arts Museum; Public Library; Law Library; Recreation and Park; Academy of Sciences; County Education Office; War Memorial.)

(Public Works, Transportation and Commerce: Airport; Clean Water; Building Inspection; Emergency Communications Department; Business & Economic Development; Hetch Hetchy Project; Light, Heat and Power; Port; Parking and Traffic; Public Utilities Commission; Telecommunications & Information Services; Water Department; Public Works; Capital Projects.)

(Companion to File 011040.)

6/4/01, RECEIVED AND ASSIGNED to Finance Committee. Scheduled for consideration on June 21, at 1:00 p.m.

Heard in Committtee. Speakers: Harvey Rose, Budget Analyst; Emily Sano, Director, Asian Art Museum; Steve Kawa, Mayor's Office; Rich Newirth, Director, Art Commission; Mr. Osman, Administrative Services, Building Operations; Edward Harrington, Controller; Harry Parker; Director of Museums, Fine Arts Museums; Susan Hildreth, City Librarian; Marcia Bell, Law Librarian; Elizabeth Goldstein, General Manager, General Manager, Recreation and Park Department; Michael Elzey, Chief Executive Officer, Concourse Authority; Supervisor McGoldrick; Ken Bruce, Budget Analyst's Office; Stan Jones, Budget Analyst's Office; Elizabeth Murray, Managing Director, War Memorial Performing Arts Center; Karen Clopton, Chief of Operations, Port; Ben Cutley, Director of Finance, Port; John Martin, Director of Airports; Lawrence Klein, Assistant General Manager, Operations, Public Utilities Commission; Edward Smeloff, Assistant General Manager, Power Policy, Public Utilities Commission; Laurie Park, Acting General Manager, Hetch Hetchy Water and Power; Emilie Neumann, Budget Analyst's Office; Frank Chiu, Director, Department of Building Inspection; Thera Bradshaw, Executive Director, Emergency Communications Department; Richard Hillis, Business and Economic Development Department; Daniel Wang, Director, Small Business Office; Debra Newman, Budget Analyst's Office; Annemarie Conroy, Executive Drector, Treasure Island Development Authority; Fred Hamdun, Executive Director, Department of Parking and Traffic; Liza Lowery, Executive Director, Department of Telecommunications and Information Services; Edwin Lee, Director, Department of Public Works.

Meeting recessed to June 22, 2001, at 2:00 p.m.

MEETING RECESSED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

011060 **[Redevelopment Agency Budget and Bonds, Fiscal Year 2001-2002]**

Resolution approving the budget of the Redevelopment Agency of the City and County of San Francisco for fiscal year 2001-2002; and approving the issuance by the Agency of Bonds in an aggregate principal amount not to exceed $60,000,000 for the purpose of financing Redevelopment activities in fiscal year 2001-2002. (Redevelopment Agency)

(Fiscal impact.)

5/31/01, RECEIVED AND ASSIGNED to Finance Committee. June 4, 2001: Redevelopment Agency submitted a replacement resolution to correct format errors.

Heard in Committee. Speakers: Harvey Rose, Budget Analyst; James Morales, Executive Director, Redevelopment Agency.

Meeting recessed to June 22, 2001, at 2:00 p.m.

MEETING RECESSED by the following vote:

Ayes: 3 - Leno, Peskin, Gonzalez

ADJOURNMENT

The meeting recessed at 9:55 p.m. to reconvene on June 22, 2001, at 2:00 p.m.

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

.25

21/01

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

June 19, 2001

DOCUMENTS DEPT.

JUN 21 2001

SAN FRANCISCO
PUBLIC LIBRARY

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: Recommendations of the Budget Analyst for Amendment of the Mayor's Fiscal Year 2001-2002 Budget.

The Budget Analyst is providing the attached budget recommendations for departments listed below which are the subject of the Finance Committee budget hearing.

Finance Committee Budget Hearing- June 21, 2001, 1:00 p.m.

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Culture and Recreation

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ART Art Commission 5
CFM Administrative Services - Convention Facilities 8
FAM Fine Arts Museums 15
LIB Public Library 18
LLB Law Library 28
REC Recreation and Park 30
SCI Academy of Sciences 42
USD County Education Office 44
WAR War Memorial 46

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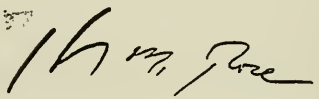
Public Works, Transportation and Commerce

AIR Airport....50
CWP Clean Water....62
DBI Building Inspection....68
ECD Emergency Communications....80
ECN Business & Economic Development....85
HHP Hetch Hetchy Project....94
LHP Light, Heat and Power....103
PAB Board of Appeals....107
PRT Port....110
PTC Parking and Traffic....121
PUC Public Utilities Commission....129
TIS Telecommunications & Information Services....140
WTR Water....151
DPW Public Works....157
RED San Francisco Redevelopment Agency....177
CAP Capital Projects....189



Harvey M. Rose

cc: Supervisor Leno
Supervisor Peskin
Supervisor Gonzalez
President Ammiano
Supervisor Daly
Supervisor Hall
Supervisor Maxwell
Supervisor McGoldrick
Supervisor Newsom
Supervisor Sandoval
Supervisor Yee
Clerk of the Board
Controller
Steve Kawa

DEPARTMENT: AAM ASIAN ART MUSEUM

FINANCIAL DATA:

The Asian Art Museum's proposed $3,449,262 budget for FY 2001-02 is $1,577,200 or 84.25 percent more than the original FY 2000-01 budget of $1,872,062. The net increase from the revised FY 2000-01 budget is $1,291,067 or 59.82 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ASIAN ART MUSEUM	$ 1,872,062	$ 2,158,195	$ 3,449,262	$ 1,577,200
Total Expenditures	$ 1,872,062	$ 2,158,195	$ 3,449,262	$ 1,577,200

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 30.39 FTEs, which is 20.59 FTEs more than the 9.8 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ASIAN ART MUSEUM	9.80	9.80	30.39	20.59
Totals	9.80	9.80	30.39	20.59

Department: AAM ASIAN ART MUSEUM **(continued)**

Of the 20.59 new full-time positions, 18 FTE positions are permanent positions and 2.59 FTEs are temporary positions. The 18 permanent positions include (a) 14 positions that are being transferred from the Fine Arts Museum budget, including 12 8226 Museum Guards, one 8228 Senior Museum Guard and one 7334 Stationary Engineer, and (b) four new positions, including one AC30 Director, Museum Security Services, one 7120 Building and Grounds Maintenance Superintendent and two 8228 Senior Museum Guards. Details on the 18 permanent positions are as follows:

Position	Classification	No. of Positions	Annual Salary Per Position at Top Step	Total Salary at Top Step
Director of Museum Security Services	AC30	1.0	$82,370	$82,370
Building and Grounds Maintenance Superintendent	7120	1.0	84,596	84,596
Stationary Engineer	7334	1.0	58,107	58,107
Museum Guard	8226	12.0	46,430	557,162
Senior Museum Guard	8228	3.0	51,697	155,091
Total		18.0		$937,326

The Budget Analyst has previously recommended approval of the 14 positions to be transferred from the Fine Arts Museum and the four new positions shown in the table above as interim budget exceptions in the FY 2001-02 Interim Annual Appropriation Ordinance.

As shown in the table below, the Asian Art Museum has an existing 1368 Special Assistant IX position that is authorized by the Human Resources Department. This position has been filled since July 1, 2000.

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1368	Special Assistant IX	$60,709	Filled

Department: AAM ASIAN ART MUSEUM (continued)

DEPARTMENT REVENUES

Department revenues have increased by $342,782 or 18.31 percent and General Fund support has increased by $ 1,234,418.

DESCRIPTION

The Asian Art Museum is maintained and operated by the non-profit corporation, Asian Art Museum Foundation, with a proposed budget in FY 2001-02 of $8,700,000. Of the total budget of $8,700,000, the City would contribute $3,449,262 or 39.6 percent and the remaining amount of $5,250,738 or 60.4 percent is funded from private donations and admission revenues. The City currently funds 10 curatorial staff, as well as monies to supplement education, conservation, and exhibition programs, and services of other City departments, such as light, heat and power, and telecommunication services. In FY 2001-02, the City will provide 18 full-time positions to provide security services and building and grounds maintenance, including 14 positions which will be reassigned from the Fine Arts Museum budget to the Asian Art Museum budget and four new positions.

The Asian Art Museum will be closing on October 7, 2001 for approximately 10 months in preparation for relocating in July of 2002 from Golden Gate Park to the new Civic Center facility. Of the $1,577,200 increase in the Asian Art Museum budget, major changes are as follows: (a) an increase of $1,377,904 for personnel costs, including 14 positions transferred from the Fine Arts Museum and four new full-time positions, four temporary Museum Guards to provide security services at the Asian Art Museum between July 1, 2001 and October 7, 2001, one temporary administrative position to collect admissions fees between July 1, 2001 and October 7, 2001, and Mandatory Fringe Benefits, and (b) an increase of $148,379 for Services of Other Departments, including two work orders to the Public Utilities Commission for light, heat, and power and for sewer services.

COMMENT

The Mayor's budget provides an increase of $1,577,200. Our recommended reductions, which total $17,747, would still allow an increase of $1,559,453 or 83.3 percent in the Department's budget.

Department: AAM Asian Art Museum

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
1386	005	Temporary Salaries	TEMPM			$96,633	$80,150	$16,4
		To reduce expenses for Temporary Salaries to the minimum essential for effective operations. The M.H. de Young Museum and the Asian Art Museum are currently located in the same building in Golden Gate Park. Security services for the Asian Art Museum's portion of the shared building are currently funded in the Fine Art Museum Budget. Because the M.H. de Young Museum will vacate its portion of the building by July of 2001 for renovation, the Asian Art Museum's proposed FY 2001-02 budget includes the reassignment of 12 8226 Museum Guard positions and one 8228 Senior Museum Guard position from the Fine Arts Museum budget to the Asian Art Museum. Further, Temporary Salaries for security services have historically been included in the Fine Arts Museum budget. The Asian Art Museum did not include any funds for Temporary Salaries in their FY 2000-01 budget. Our recommended reduction of $16,483 would still provide sufficient funds to the Asian Art Museum to hire 4 temporary 8226 Museum Guards from July 1, 2001 through October 7, 2001 while the Asian Art Museum is open to the public. Our recommended reduction in Temporary Salaries would also provide sufficient funds for temporary security staff from October 7, 2001 through June 30, 2001 on as as-needed basis while the Asian Art Museum is closed to the public.						
1386	013	Mandatory Fringe Benefits				426,298	425,034	1,2
		Corresponds to reduction in Temporary Salaries.						
		Total Recommended Reductions						$17,7

DEPARTMENT: ART ART COMMISSION

FINANCIAL DATA:

The Art Commission's proposed $8,412,074 budget for FY 2001-02 is $1,001,457 or 13.51 percent more than the original FY 2000-01 budget of $7,410,617. The net decrease from the revised FY 2000-01 budget is $822,963 or 8.91 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ART COMMISSION - ADMINISTRATION	$ 937,108	$ 2,437,108	$ 1,032,300	$ 95,192
CIVIC COLLECTION	-	-	-	-
COMMUNITY ARTS & EDUCATION	2,705,602	2,978,205	2,931,618	226,016
CULTURAL EQUITY	2,045,925	2,045,925	2,386,022	340,097
GALLERY	-	15,000	15,000	15,000
MUNICIPAL SYMPHONY CONCERTS	889,144	925,926	925,926	36,782
PUBLIC ART	541,472	496,657	654,891	113,419
STREET ARTISTS	146,766	146,766	156,317	9,551
Total Operating Expenditures	$ 7,266,017	$ 9,045,587	$ 8,102,074	$ 836,057
Capital Improvements & Fac. Maint.	$ 144,600	$ 189,450	$ 310,000	$ 165,400
Total Expenditures	$ 7,410,617	$ 9,235,037	$ 8,412,074	$ 1,001,457
Less: Work Order Recoveries	(607,552)	(772,030)	(723,869)	(116,317)
Net Expenditures	$ 6,803,065	$ 8,463,007	$ 7,688,205	$ 885,140

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 23.31 FTEs, which is 1.5 FTE than the 21.81 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: ART ART COMMISSION (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ART COMMISSION - ADMINISTRATION	9.26	9.26	9.31	0.05
COMMUNITY ARTS & EDUCATION	1.50	1.50	1.50	-
CULTURAL EQUITY	2.00	2.00	2.00	-
PUBLIC ART	7.05	7.05	8.50	1.45
STREET ARTISTS	2.00	2.00	2.00	-
Totals	21.81	21.81	23.31	1.50

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	Special Asst XIII	$80,571	0951	Deputy Director I	$83,781
Exempt	1	1375	Special Asst XVI	100,328	0961	Department Head I	104,326
Totals	2			$180,899			$188,107

DEPARTMENT REVENUES

Department revenues have increased by $549,742 or 11.52 percent and General Fund support has increased by $335,398 or 16.50 percent. The Art Commission's main source of revenue is an allocation from the City's Hotel Tax, which goes to the Department's Cultural Centers and Cultural Equity Programs. The Controller projects Hotel Tax revenues for FY 2001-02 will be $2,079,000 for the Cultural Centers and $2,354,352 for Cultural Equity, which is a combined increase in revenue for these two programs of $487,226. Other sources of increased revenue are Federal, State and private grants.

Department: ART ART COMMISSION (continued)

DESCRIPTION

The Art Commission's most significant change in expenditures is an increase of $340,097 in the Cultural Equity Program, which provides grant funds to individual artists, and small and midsize arts organizations in all disciplines, as well as for art space initiatives or facilities acquisition programs. This increase in expenditures corresponds to the increase in revenue from the Hotel Tax. These funds are expended in the form of Cultural Equity grants, to such organizations as Gameline, the sponsor of the San Francisco Gay and Lesbian Film Festival Zaccho Dance Theater, Joe Goode Performance Group, Afro Solo, Lorraine Hansberry Theater, Kulintang Arts, etc. The rest of the Cultural Equity Program increase is in salary costs from two upward substitutions, as well as normal salary and fringe benefit adjustments.

The Community Arts & Education Program budget is increasing by $226,016, primarily due to an increase of $251,977 for Professional and Specialized Services, which again corresponds to the increased revenues from the Hotel Tax. The additional funds are proposed for capital projects for the City's four Cultural Centers (i.e., (1) South of Market Cultural Center, (2) Bayview Opera House Cultural Center, (3) Mission Cultural Center and the (4) Western Addition Cultural Center), including window and roof replacement at the South of Market Cultural Center and asbestos abatement at the Bayview Opera House Cultural Center. Other increases are due to normal salary adjustments and one upward substitution. These increases are partially offset by spending decreases from projects that have ended in FY 2000-01.

The Public Art Program budget is increasing by $113,419, which is due to the upward substitution of 4.5 FTE positions. The Administration Division's budget has increased by $95,192, due primarily to a $98,208 increase in salary and fringe benefit cost, resulting from two Special Assistant reclassifications and the upward substitution of 5.53 FTE positions. Within the Administration Division, the Services to Other Departments expenditures are also increasing by $36,984, because of higher utility rates at the Cultural Centers. In FY 2000-01, the Administration Division provided a $1,500,000 one-year rent subsidy program, for artists whose rents in San Francisco were increasing. The increases in other program budgets are due mainly to salary adjustments.

The proposed budget also includes $165,400 for capital improvements, including funds to restore the James A. Garfield monument in Golden Gate Park and the Dewey Monument in Union Square.

RECOMMENDATIONS

None.

DEPARTMENT: CFM - ADMINISTRATIVE SERVICES – CONVENTION FACILITIES MANAGEMENT

FINANCIAL DATA:

The Convention Facility Management's proposed $86,449,520 budget for FY 2001-02 is $13,203,750 or 18.03 percent more than the original FY 2000-01 budget of $73,245,770. The net increase from the revised FY 2000-01 budget is $12,953,750 or 17.63 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
BUILDING OPERATIONS	$ 5,296,026	$ 5,296,026	$ 5,485,931	$ 189,905
CONVENTION FACILITIES PROGRAM MANAGEMENT	52,984,744	52,984,744	51,407,165	(1,577,579)
GRANTS FOR THE ARTS	-	250,000	-	-
MOSCONE EXPANSION PROJECT	-	-	-	-
Total Operating Expenditures	$ 58,280,770	$ 58,530,770	$ 56,893,096	$ (1,387,674)
Capital Improvements & Fac. Maint.	$ 14,965,000	$ 14,965,000	$ 29,556,424	$ 14,591,424
Total Expenditures	$ 73,245,770	$ 73,495,770	$ 86,449,520	$ 13,203,750
Less: Work Order Recoveries	(70,000)	(70,000)	-	70,000
Net Expenditures	$ 73,175,770	$ 73,425,770	$ 86,449,520	$ 13,273,750

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 67.26 FTEs, which is 1.25 FTE more than the 66.01 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: CFM ADMINISTRATIVE SERVICES – CONVENTION FACILITIES MANAGEMENT (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
BUILDING OPERATIONS	61.11	61.11	62.37	1.26
CONVENTION FACILITIES PROGRAM MANAGEMENT	4.90	4.90	4.89	(0.01)
Totals	66.01	66.01	67.26	1.25

The Department has requested that the following Special Assistant positions be reclassified:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1362	Special Assistant III	$39,411	1364	Special Assistant V	$45,518
Exempt	1.00	1367	Special Assistant VIII	56,402	1369	Special Assistant X	65,615
Exempt	1.00	1370	Special Assistant XI	70,627	1371	Special Assistant XII	75,951
Exempt	1.00	1370	Special Assistant XI	70,627	0922	Manager V	83,781
Exempt	1.00	1372	Special Assistant XIII	80,571	0931	Manager VII	96,998
Exempt	1.00	1376	Special Assistant XVII	107,976	0933	Manager IX	112,278
Totals	6.00			$425,614			$480,141

Remaining Special Assistant Positions

Exempt/ Provisional	Count	Class	Title	Salary	Filled/ Vacant
Exempt	1.00	1361	Special Assistant II	$36,444	Filled
Exempt	1.00	1364	Special Assistant V	45,518	Filled
Exempt	1.00	1367	Special Assistant VIII	56,402	Filled
Exempt	2.00	1368	Special Assistant IX	121,418	Filled
Exempt	2.00	1369	Special Assistant X	131,230	Filled
Exempt	2.00	1371	Special Assistant XII	151,902	Filled
Totals	9.00			$542,914	

Department: CFM ADMINISTRATIVE SERVICES – CONVENTION FACILITIES MANAGEMENT **(continued)**

DEPARTMENT REVENUES

Department revenues have increased by $41,420,269 or 60.04 percent and General Fund support has increased by $509,905 or 12.20 percent.

DESCRIPTION

In FY 2001-02, the Department's proposed budget increase is $13,203,750. This increase is comprised primarily of the following changes:

1. $210,694 for permanent salary costs related to upward substitutions, annualization of new positions approved for partial year funding in FY 2000-01, and the reclassification of 6.00 FTE special assistant positions to other classifications, plus increased mandatory fringe benefits costs.
2. $25,000 for premium pay due to MOU expansion of the range of hours eligible for shift pay.
3. $1,019,858 for the ongoing Moscone Joint Venture contract with SMG and Phigpen Limited to manage the Moscone Center, to cover the following cost increases:
   (a) Market rate adjustments to manager salaries ($58,500). Individual managers receive salary increases of between 3 and 4 percent based on (a) an evaluation of management salaries at comparable convention facilities in California, (b) the International Association of Assembly Managers salary database, and (c) a review of a variety of human resource consultants' databases.
   (b) The addition of four new staff in the Security/Traffic Control Department to deal with the increasing vehicular and pedestrian traffic volume in the Yerba Buena area ($261,000).
   (c) An increase in workers compensation ($43,000).
   (d) Cost of living salary adjustments for 214 FTE positions ($404,800).
   (e) Increased equipment maintenance and replacement costs related to the retrofit of Moscone Center South escalators, less decreased utilities costs ($252,558).
4. $116,265 for the San Francisco Convention and Visitors Bureau contract. In FY 2001-02, the San Francisco Convention and Visitors Bureau will receive Hotel Tax revenue in the amount of $8,653,865, a $116,265 increase over its FY 2000-01 Hotel Tax revenue of $8,537,600. In both FY 2000-01 and FY 2001-02, the Hotel Tax revenue represents approximately 55.1 percent of the San Francisco Convention and Visitors Bureau's total revenue ($15,248,580 in FY 2000-01, and $15,714,300 in FY 2001-02). The balance the San Francisco Convention and Visitors Bureau's total revenue is generated by members' dues, publications, special promotions, and advertising that are not included in the City Budget.
5. $461,333 for a lease agreement with the Port for the Marshalling Yard at Pier 70, as approved by the Board of Supervisors in November of 1999. The Marshalling Yard is used as a staging area for all trucks which bring merchandise to the Moscone Center.

Department: CFM ADMINISTRATIVE SERVICES – CONVENTION FACILITIES MANAGEMENT **(continued)**

6. $67,120 for scheduled increases in the Lease Revenue Bond payments for Moscone Center Phase II.
7. $29,350 for the one-time purchase of replacement components of the City Hall video and security system.
8. $13,741,424 for the Moscone Center Expansion Project for an increase in the Moscone Expansion Project construction contract for steel erection, exterior cladding application, and mechanical systems installation.

These increases are offset by reductions in overtime, overhead costs, building rent, facilities maintenance, equipment purchase, and utilities.

COMMENT

The Mayor's budget provides an increase of $13,203,750. Our recommended reductions, which total $84,478, would still allow an increase of $13,119,272 or 17.9% in the Department's budget.

Department: CFM - Convention Facilities Management

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
EAD Convention Facilities Program Management								
2562	001	Permanent Salaries - Misc.				$345,469	$327,956	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2567	001	Attrition Savings - Misc.	9993M	0.00	(0.21)	0	(17,513)	$17,51
		Increase Attrition Savings - Misc. by $17,513 to offset the effect of the Department's upward substitution of (1) a 5504 Project Manager II position to a 0931 Manager VII position, and (2) a 1372 Special Assistant XIII position to a 0931 Manager VII position. These upward substitutions resulted in increased salary and fringe benefit costs during the past year without the approval of the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit costs, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
2562	013	Mandatory Fringe Benefits				79,154	75,323	3,83
		Corresponds to reductions in Attrition Savings.						
EAG Building Operations								
2564	001	Permanent Salaries - Misc.				2,916,828	2,889,273	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: CFM - Convention Facilities Management

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2569	001	Attrition Savings - Misc.	9993M	(3.31)	(3.87)	(161,986)	(189,541)	27,555
		Increase Attrition Savings - Misc. by $27,555 to offset the effect of the Department's upward substitution of (1) a 1362 Special Assistant III position to a 1364 Special Assistant V position, (2) a 3534 Project Manager II position to a 0931 Manager VII position, (c) a 1372 Special Assistant XIII position to a 0931 Manager VII position, and (d) a 1367 Special Assistant VIII position to a 1369 Special Assistant X position. These upward substitutions were partially offset by the downward substitution of a 2786 General Services Manager position to a 2720 Janitorial Services Supervisor. These upward substitutions resulted in increased salary and fringe benefit costs during the past year without the approval of the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit costs, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.					
2564	005	Temp Salaries - Misc.				126,000	124,972	1,028
		Further increase the reduction in Temporary Salaries to reflect the increased Mandatory Fringe Benefit costs generated by the upward substitutions of (a) the 2.00 FTE 1370 Special Assistant XI positions to the 2.00 FTE 1371 Special Assistant XII positions, and (b) the 1.00 FTE 1371 Special Assistant XII position to a 1.00 FTE 0922 Manager V position.						
2564	013	Mandatory Fringe Benefits				822,459	815,119	7,340
		Corresponds to reductions in Attrition Savings.						

Department: CFM - Convention Facilities Management

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savin
2565	060	Equipment Purchase				94,500	67,289	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2570	060	Mini-autoscrubber	CF004N	1.00	1.00	9,000	8,984	1(
2570	060	Carpet & Floor Vacuum	CF005N	1.00	1.00	5,500	5,176	32
2570	060	Carpet Cleaning System	CF006N	1.00	1.00	13,500	13,309	19
2570	060	Portable Air Conditioners	CF007N	2.00	2.00	12,000	11,675	32
2570	060	JVC Video Camera	CF008N	1.00	0.00	6,500	0	6,50(
2570	060	Event Management System	CF009R	1.00	0.00	10,000	0	10,00(
2570	060	Employee ID Card System	CF010R	1.00	0.00	7,000	0	7,00(
2570	060	Media Audio Computers	CF011R	2.00	2.00	18,000	17,320	68(
2570	060	JVC Video Cameras	CF012R	2.00	2.00	13,000	10,825	2,17

Reduce the Equipment Purchase budget by $27,211, comprising:

(1) $6,500 for a JVC Video Camera as the Department has budgeted for three video cameras when it only requires two.
(2) $10,000 for the Event Management System due to the lack of justification and a vendor quote.
(3) $7,000 for the Employee ID Card System due to the lack of a vendor quote.
(4) $3,711 to reflect actual vendor quotes.

Total Recommended Reductions	$84,47

DEPARTMENT: FAM FINE ARTS MUSEUM

FINANCIAL DATA:

The Fine Arts Museum's proposed $7,038,634 budget for FY 2001-02 is $865,176 or 10.95 percent less than the original FY 2000-01 budget of $7,903,810. The net decrease from the revised FY 2000-01 budget is $1,638,836 or 18.89 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMISSIONS	$ 2,038,000	$ 2,796,660	$ 1,227,800	$ (810,200)
OPER & MAINT OF MUSEUMS	5,790,810	5,805,810	5,760,834	(29,976)
Total Operating Expenditures	$ 7,828,810	$ 8,602,470	$ 6,988,634	$ (840,176)
Capital Improvements & Fac. Maint.	$ 75,000	$ 75,000	$ 50,000	$ (25,000)
Total Expenditures	$ 7,903,810	$ 8,677,470	$ 7,038,634	$ (865,176)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 65.49 FTEs, which is 11.06 FTEs less than the 76.55 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: FAM FINE ART MUSEUM (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMISSIONS	3.89	3.89	3.21	(0.68)
OPER & MAINT OF MUSEUMS	72.66	72.66	62.28	(10.38)
Totals	76.55	76.55	65.49	(11.06)

The reduction of 11.06 FTEs in the proposed FY 2000-01 budget results from the reassignment of 14.0 FTE positions (one Stationary Engineer, 12 Museum Guard positions and one Senior Museum Guard) from the Fine Arts Museums budget to the Asian Art Museums budget, and the deletion of 2.5 FTE vacant positions (2 Institutional Police Sergeants and 0.5 Museum Guards) offset by an decrease in attrition savings. The proposed budget contains no new positions or upward substitution of positions.

The Fine Arts Museum does not include any Special Assistant positions.

DEPARTMENT REVENUES

Department revenues have decreased by $135,181 or 2 percent and General Fund support has decreased by $729,995 or 63.70 percent.

DESCRIPTION

The Fine Arts Museums include the Palace of the Legion of Honor and the de Young Museum. The de Young Museum closed to the public on December 31, 2000 for renovation. Beginning in July of 2001, the collection will be stored for approximately four years at an offsite storage facility. Demolition of the existing de Young Museum and construction of the new de Young Museum is scheduled to begin in early 2002, and the new de Young Museum is expected to open in July of 2005.

Department: FAM FINE ART MUSEUM **(continued)**

The non-profit Corporation of the Fine Arts Museum (COFAM) provides most of the curatorial, conservation, education, exhibitions, fund-raising and administration staff for the de Young Museum and the Palace of the Legion of Honor. The positions funded in the FY 2001-02 Fine Arts Museum budget include 50 security guards, 7 building maintenance staff, 5 curatorial staff, and 3 administrative staff. The Fine Arts Museum staff funded in the FY 2001-02 will provide security and maintenance services for the following locations: (1) Palace of the Legion of Honor, (2) de Young Art Center in the Sunset District (educational center), (3) Post Street administrative offices, and (4) the de Young offsite storage facility.

The M.H. de Young Museum and the Asian Art Museum have been located in the same building in Golden Gate Park since 1966. With the closure of the de Young Museum, the FY 2001-02 Fine Arts Museum budget will no longer include security guard and building maintenance staff for the Asian Art Museum's portion of the shared building. The Fine Arts Museum has reassigned 13 museum security positions and one Stationary Engineer position to the Asian Arts Museum budget. The Fine Arts Museum budget continues to include 24-hour security services at the Palace of the Legion of Honor and at the de Young Museum offsite storage facility.

The net decrease in the Fine Arts Museum total expenditures from the FY 2000-01 original budget is $865,176. The expenditure decrease in the proposed FY 2001-02 budget is primarily related to:

- $273,576 decrease in Permanent Salaries;
- $53,468 decrease in Temporary Salaries;
- $28,006 increase in Overtime to adjust the Fine Arts Museum budget in FY 2001-02 for security services at the Palace of the Legion of Honor and the de Young off-site storage facility to actual Overtime expenditures in FY 1999-2000 and FY 2000-01;
- $34,966 decrease in Holiday Pay;
- $82,633 decrease in Mandatory Fringe Benefits;
- $25,000 decrease in Facilities Maintenance;
- $361,930 increase in Services of Other Departments, primarily for light, heat and power; and
- $785,301 decrease in Unappropriated Revenue. According to Mr. Steve Dykes of the Fine Arts Museum, Unappropriated Revenue is net admissions revenue that is paid by the Fine Arts Museum to COFAM as a reimbursement for Museum services. This decrease is due to the closure of the de Young Museum.

RECOMMENDATIONS

None.

DEPARTMENT: LIB PUBLIC LIBRARY

FINANCIAL DATA:

The Public Library's proposed $75,886,626 budget for FY 2001-02 is $27,066,860 or 55.44 percent more than the original FY 2000-01 budget of $48,819,766. The net increase from the revised FY 2000-01 budget is $25,638,571 or 51.02 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Increase (Decrease) From 2000-2001 Original Budget
AUTOMATION	$ 2,243,091	$ 2,296,936	$ 2,501,486	$ 258,395
BRANCH PROGRAM	11,394,386	11,458,316	12,027,556	633,170
CHILDREN'S BASELINE	4,320,976	5,227,454	5,603,027	1,282,051
CHILDREN'S FUND PROGRAMS	-	-	-	-
COMMUNITY ARTS & EDUCATION	-	310,718	-	-
INFORMATION AND RESOURCE MANAGEMENT	5,121,196	5,649,666	5,011,383	(109,813)
LIBRARY ADMINISTRATION	2,544,394	2,458,618	2,689,922	145,528
MAIN PROGRAM	11,541,099	11,282,099	12,101,619	560,520
NON-CHILDREN'S FUND PROGRAMS	450,463	434,214	452,237	1,774
OPERATIONS AND MAINTENANCE	5,927,887	6,072,525	6,571,013	643,126
PUBLIC AFFAIRS	894,149	894,149	993,235	99,086
TECHNICAL SERVICES	3,392,125	3,392,125	3,645,778	253,653
Total Operating Expenditures	$ 47,829,766	$ 49,476,820	$ 51,597,256	$ 3,767,490
Capital Improvements & Fac. Maint.	$ 990,000	$ 771,235	$ 24,289,370	$ 23,299,370
Total Expenditures	$ 48,819,766	$ 50,248,055	$ 75,886,626	$ 27,066,860
Less: Work Order Recoveries	(434,214)	(471,714)	(472,237)	(38,023)
Net Expenditures	$ 48,385,552	$ 49,776,341	$ 75,414,389	$ 27,028,837

Department: LIB PUBLIC LIBRARY (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 614.41 FTEs, which is 15.37 FTEs more than the 599.04 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
AUTOMATION	12.31	12.31	12.95	0.64
BRANCH PROGRAM	173.84	173.84	177.51	3.67
CHILDREN'S BASELINE	58.81	65.56	66.88	8.07
CHILDREN'S FUND PROGRAMS	-	-	-	-
COMMUNITY ARTS & EDUCATION	-	-	-	-
INFORMATION AND RESOURCE MANAGEMENT	9.56	9.56	10.07	0.51
LIBRARY ADMINISTRATION	21.81	20.81	22.03	0.22
MAIN PROGRAM	188.90	183.15	183.99	(4.91)
NON-CHILDREN'S FUND PROGRAMS	5.88	5.88	5.88	-
OPERATIONS AND MAINTENANCE	68.31	68.31	72.94	4.63
PUBLIC AFFAIRS	12.27	12.27	13.41	1.14
TECHNICAL SERVICES	47.35	47.35	48.75	1.40
Totals	599.04	599.04	614.41	15.37

SPECIAL ASSISTANT POSITIONS:*

Remaining Special Asssistant Positions

Exempt/ Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1365	Special Assistant VI	$48,729	Filled
Exempt	1	1366	Special Assistant VII	52,435	Vacant
Exempt	1	1369	Special Assistant X	65,615	Filled
Totals	**3**			**$166,779**	

*Note: No position changes are included in Special Assistants, although the Library is in the process of reclassifying these positions.

Department: LIB PUBLIC LIBRARY (continued)

DEPARTMENT REVENUES

Department revenues have increased by $26,922,276 or 54.53 percent and General Fund support has increased by $3,081,230 or 11.50 percent. Overall, Library revenues are anticipated to total $76,297,828 in FY 2001-02, as compared with $49,375,552 in FY 2000-01, an increase of $26,922,276, primarily resulting from the Capital Improvement and Facilities Maintenance revenues of $24,289,370 to begin the Branch Library Improvement Facilities Improvement Project.

The Library receives its revenue mainly from the Library Preservation Fund, which was initiated in 1994 under Proposition E. As codified in Charter Section 16.109, the Library Preservation Fund receives $0.025 for every $100 of assessed property value in the City. The proposed revenue for the Library Preservation Fund in FY 2001-02 is $19,598,072, an increase of $1,324,828.

In addition, Charter Section 16.019 requires the City to annually appropriate General Fund revenues to the Library that are equal to the percentage amount of General Fund revenues received by the Library in FY 1992-93. The Library's proposed baseline share of such General Fund revenues for FY 2001-02 is $29,954,787, or $3,081,230 more than the Library received in FY 2000-01. An additional $1,040,000 of General Fund revenues that should have been appropriated to the Library in FY 2000-01 will be carried forward and included in the Library's budget for FY 2001-02. Other significant revenue sources include State grants, which are projected to remain at $1,331,806 for FY 2001-02, fines, which are projected to increase from $420,213 in FY 2000-01 to $491,500 in FY 2001-02 and an allocation of $452,000 from the Department of Children, Youth and Families to support youth and teen programs.

DESCRIPTION

The increase in expenditures for FY 2001-02 is primarily for two Capital Improvement projects and enhanced Facilities Maintenance, increasing by $23,299,370 from $990,000 in FY 2000-01 to $24,289,370 in FY 2001-02. The first project is the Branch Library Facility Improvement Bond Program; in November of 2000, San Francisco voters approved the sale of $105,865,000 of General Obligation Bonds to fund renovation of 19 existing Branch Libraries and to construct four new Branches. The second project is improving the Main Library, according to recommendations made by a Post Occupancy Evaluation (POE).

The largest increase in expenditures by program is in the Children's Fund, which is proposed to increase by $1,282,051 from FY 2000-01. Salaries would increase by $530,444 from the FY 2000-01 original budget, partially due to an increase of $302,328 from the FY 2000-01 original to the revised budget. In addition, the FY 2001-02 increase results from normal salary adjustments and the addition of 1.13 FTE positions. The other significant increase is $611,023 in Other Materials and Supplies for books, periodicals and other materials.

Department: LIB PUBLIC LIBRARY (continued)

Operations and Maintenance is proposing an increase of $643,126 due to normal salary increases for the Division's 68.3 FTE positions, as well as the addition of 4.5 new FTE positions. The increase also results from an increase of $107,600 for Materials and Supplies, which is for program enhancements, office supplies and building systems.

The Branch Library's increase of $633,170 is the result of the addition of 3.66 new FTE positions, as well as normal salary increases for the Division's 173.84 FTE positions. The Branch budget also includes increases due to the proposed one-time equipment purchase of Express Check-out machines, security systems equipment and a new vehicle.

The Main Library is proposing an increase of $560,520 due to Permanent Salary increases of $277,061, from normal salary adjustments and the addition of 3.7 FTE positions. The increase is also the result of $120,000 in Other Current Expenses for the one-time expense of microfilm replacement and software for a booking system, $105,000 for the one-time purchase of two Express Check Out machines, a new microfilm reader and additional equipment. Other Division increases are due mainly to normal salary adjustments and general improvement projects

The book budget is proposed to increase by $424,686 to a total of $4,131,649 in FY 2001-02. The Library is projected to have a balance of over $1,000,000 in their book budget at the end of FY 2000-01. However, the Department indicates that fully spending their book budget is a priority for next year.

Because the revenues for the Public Library have increased so significantly as a result of General Fund allocations and Library Preservation Fund allocations, the Library's proposed FY 2001-02 budget will not require General Fund support in excess of the level mandated by the Charter, as has occurred in prior years.

COMMENT

The Mayor's budget provides an increase of $27,066,860. Our recommended reductions, which total $628,787, would still allow an increase of $26,438,073 or 54.15% in the Department's budget.

Department: LIB Public Library

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
EEF		Main Program						
2602	001	Permanent Salaries - Misc				$9,121,527	$9,121,527	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
2627		Junior Management Asst.	1840H	0.5	0.5	23,005	23,005	-
		Clerk	1404H	0.38	0.38	13,721	13,721	-

Approval of the requested two current grant-funded positions to Library Preservation-funded positions are policy matters for the Board of Supervisors. Currently, these two positions are funded through a Friends and Foundation grant for Project Read, an adult literacy program. The proposed budget would transfer half of the cost for each of these positions to the Library's budget.

The Library advises that there are currently a total of 6.25 FTEs for Project Read. Of the 6.25, 3.0 are presently funded by the Library and 3.25 FTEs are grant-funded positions. The proposed FY 2001-02 budget would transfer .88 FTE positions to the Library, leaving 2.37 FTEs to continue to be grant-funded in FY 2001-02. The Library anticipates transferring these additional 2.37 FTE Project Read grant-funded positions to the Library's budget over the next several years.

Department: LIB Public Library

Page No. EG	Object	Branch Program	Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
505	060	Equipment Purchase				$204,143	$194,643	$9,500
		Reduce to reflect that two of the proposed security systems included in the Equipment Purchase budget have already been funded. Estimated cost per security system is $4,750.						
505	027	Professional & Specialized Services				173,749	0	173,749
		The requested $173,749 would fund the ongoing operations of the Tool-Lending Library, which was begun in January of 2001. The Tool-Lending Library is currently provided under a contract with the San Francisco League of Urban Gardeners (SLUG), a non-profit organization, at a facility located on San Bruno Avenue. The initial funding for this Tool-Lending Library was provided with General Fund revenues, above the Library Preservation baseline amount. The Library has requested that this program not continue to be funded with Library Preservation Funds. Therefore, the Budget Analyst recommends that these funds be deleted.						
507	067	Blds, Structures & Improvements				17,854,903	17,665,000	189,903
		Reduce the proposed 2001 Public Library first series bond sale of the $105,865,000 Branch Library Improvements General Obligation Bonds which was approved by San Francisco voters in November of 2000. The actual size of the first bond sale has now been determined to be $17,665,000, which is $189,903 less than budgeted.						

Department: LIB Public Library

Page No. EGF	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		Public Affairs						
2613	001	Permanent Salaries - Misc				$658,598	$642,989	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
2634		Museum Preparator	3520H	0.5	0.5	18,808	18,808	-
		Curator II	3542H	1.0	1.0	48,178	48,178	-
		Approval of the requested two current grant-funded positions to Library-funded positions are policy matters for the Board of Supervisors. These two positions have been funded for three years from a Friends and Foundation grant. The proposed budget would transfer the costs for these two positions (1.5 FTEs) to the Library Preservation Fund budget.						
		The Library's proposed budget has an existing 3544 Curator III in Public Affairs and also includes one new 3542 Curator II position (.75 FTE), in addition to the subject request to transfer the Museum Preparator (0.5 FTE) and Curator II (1.0 FTE) positions from grant funds to Library funding.						
2634		Graphic Artist	5322N	0.38	0.0	15,609	0	15,609
		Delete the proposed new 5322 Graphic Artist position because the Department has also proposed the upward substitution of two 3610 Library Assistants to two 5322 Graphic Artist positions in the Public Affairs Division. Currently, the Public Affairs Division does not have any Graphic Artist positions. Our recommendation will still provide for two new 5322 Graphic Artist positions. Of the requested 15.5 new FTE positions, the Department has indicated that this is one of their lowest priority requests.						

Department: LIB Public Library

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
613	013	Mandatory Fringe Benefits				$176,227	$172,794	$3,433
		Corresponds to reduction in Permanent Salaries - Misc.						
	029	Maintenance Svcs - Equip.				54,800	40,800	14,000
		Reduce to reflect that the Department's actual request for Maintenance Services - Equipment is $40,800, not $54,800.						
GH		**Operations and Maintenance**						
615		Permanent Salaries - Misc				3,435,467	3,322,305	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
637		General Laborer	7514N	0.75	0.0	30,639	0	30,639
		Delete the proposed new 7514 General Laborer position because Operations and Maintenance already has one 7514 General Laborer position. Of the requested 15.5 new FTE positions, the Department has indicated that this is one of their lowest priority requests.						
637		Custodian	2708N	0.75	0.0	27,727	0	27,727
		Delete the requested new 2708 Custodian position, which would be assigned full-time at the Chinatown Branch Library. The existing budget contains 33.16 FTE Custodians, plus three Custodian Supervisor positions, for a total of 36.16 FTEs. Currently, one Custodian spends three hours per day at the Chinatown Branch, which is the busiest Branch Library. If the Library needs additional hours of custodial assistance at the Chinatown Branch Library, then existing Custodians should be reallocated from other less busy Library facilities.						

Department: LIB Public Library

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2637		Chief Stationary Engineer	7205N	0.75		$54,796	$0	$54,796
		Delete requested new 7205 Chief Stationary Engineer position. The Library's justification for this new position relates primarily to the $105,865,000 General Obligation Bond monies to rehabilitate and renovate the Branch Libraries. Funding for this new position should therefore be paid from these General Obligation Bond funds, and not from Library Preservation Funds.						
2615	013	Mandatory Fringe Benefits				959,879	930,021	29,858
		Corresponds to reduction in Permanent Salaries - Misc.						
EIB		Library Administration						
2618		Permanent Salaries - Misc				1,347,871	1,319,538	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
2639		Account Clerk	1630N	0.75	0.0	28,333	0	28,333
		Delete requested new 1630 Account Clerk position. The Library's justification for this new position relates primarily to the $105,865,000 General Obligation Bond monies to rehabilitate and renovate the Branch Libraries. Funding for this new position should therefore be paid from these General Obligation Bond funds, and not Library Preservation Funds.						
2619	013	Mandatory Fringe Benefits				331,643	325,296	6,347
		Corresponds to reduction in Permanent Salaries - Misc.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: LIB Public Library

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
619	024	Membership Fees				$77,600	$58,000	$19,600
		Reduce to reflect that actual need is $58,000.						
AL		Children's Baseline						
621	001	Permanent Salaries - Misc				3,747,380	3,726,716	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
641		Librarian I	3630N	1.13	0.75	61,992	41,328	20,664
		Reduce the requested 1.13 new 3630 Librarian I positions by .38 FTE position. The reduced .38 FTE position would annualize to .5 FTE position in FY 2002-03 . This recommendation still allows the Division a new .75 FTE Librarian I position, which will annualize to a 1.0 FTE in FY 2002-03. In addition, this Division has 23 FTE existing Librarian I positions.						
621	013	Mandatory Fringe Benefits				963,663	959,034	4,629
		Corresponds to reduction in Permanent Salaries - Misc.						
		Total Recommended Reductions						$628,787

DEPARTMENT: LLB LAW LIBRARY

FINANCIAL DATA:

The Law Library's proposed $490,912 budget for FY 2001-02 is $76,371 or 18.42 percent more than the original FY 2000-01 budget of $414,541. The net increase from the revised FY 2000-01 budget is $76,371 or 18.42 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
LAW LIBRARY	$ 414,541	$ 414,541	$ 490,912	$ 76,371
Total Expenditures	$ 414,541	$ 414,541	$ 490,912	$ 76,371

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 3 FTEs, which is the same as the 3 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
LAW LIBRARY	3.00	3.00	3.00	-
Totals	3.00	3.00	3.00	-

Department: **LLB LAW LIBRARY (continued)**

DEPARTMENT REVENUES

General Fund support has increased by $76,371 or 18.40 percent.

DESCRIPTION

The Law Library's proposed budget includes an increase in personnel costs of $2,938 resulting from MOU-related salary and fringe benefit increases.

The Law Library's proposed FY 2001-02 budget also includes: (1) Professional & Specialized Services of $60,000 for environmentally controlled storage of the City's rare legal book collection; (2) an increase of $3,396 for rent for the Veteran's Building; and (3) an increase of $13,433 for services of other departments which results primarily from increased costs for the Department of Telecommunications and Information Services (DTIS).

RECOMMENDATIONS

None.

DEPARTMENT: REC RECREATION & PARK COMMISSION

FINANCIAL DATA:

The Recreation & Park Commission's proposed $142,059,343 budget for FY 2001-02 is $16,743,798 or 13.36 percent more than the original FY 2000-01 budget of $125,315,545. The net increase from the revised FY 2000-01 budget is $16,654,925 or 13.28 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
3COM PARK	$ 2,928,779	$ 2,928,779	$ 3,230,200	$ 301,421
CHILDREN'S BASELINE	12,804,091	12,804,091	13,254,516	450,425
CHILDREN'S FUND PROGRAMS	-	-	-	-
DEPT'L ADMIN-BUSINESS OFFICE	8,594,290	8,786,197	10,282,126	1,687,836
DEVELOPMENT & PLANNING	-	-	-	-
FAMILY CAMP OPERATIONS	684,014	684,014	688,852	4,838
GOLDEN GATE PARK	8,399,499	8,393,881	8,985,041	585,542
MAINT & OPER OF GOLF COURSE	2,936,021	2,936,021	3,303,044	367,023
MARINA YACHT HARBOR	1,612,140	1,612,140	1,662,758	50,618
NEIGHBORHOOD SERVICES	22,561,918	22,932,958	25,316,168	2,754,250
NON-CHILDREN'S FUND PROGRAMS	246,915	246,915	272,244	25,329
STRUCTURAL MAINTENANCE	7,764,832	7,764,832	8,104,720	339,888
TURF MANAGEMENT	2,149,250	2,199,250	2,256,280	107,030
URBAN FORESTRY	2,081,675	2,081,675	2,276,858	195,183
ZOO OPERATIONS	6,871,229	6,871,229	6,934,503	63,274
Total Operating Expenditures	$ 79,634,653	$ 80,241,982	$ 86,567,310	$ 6,932,657
Capital Improvements & Fac. Maint.	$ 45,680,892	$ 45,162,436	$ 55,492,033	$ 9,811,141
Total Expenditures	$ 125,315,545	$ 125,404,418	$ 142,059,343	$ 16,743,798
Less: Work Order Recoveries	(686,715)	(795,588)	(694,244)	(7,529)
Net Expenditures	$ 124,628,830	$ 124,608,830	$ 141,365,099	$ 16,736,269

Department: REC RECREATION & PARK COMMISSION (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,012.09 FTEs, which is 13.65 FTEs more than the 998.44 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Fiscal Year 2001-2002	From 2000-2001 Original Budget
3COM PARK	17.97	17.97	16.96	(1.01)
CHILDREN'S BASELINE	245.45	245.45	243.63	(1.82)
CHILDREN'S FUND PROGRAMS	-	-	-	-
DEPT'L ADMIN-BUSINESS OFFICE	54.78	54.78	56.28	1.50
FAMILY CAMP OPERATIONS	5.43	5.43	5.43	-
GOLDEN GATE PARK	136.19	136.19	138.04	1.85
MAINT & OPER OF GOLF COURSE	41.40	41.40	42.43	1.03
MARINA YACHT HARBOR	16.84	16.84	16.85	0.01
NEIGHBORHOOD SERVICES	286.16	286.16	300.16	14.00
NON-CHILDREN'S FUND PROGRAMS	4.68	4.68	4.68	-
STRUCTURAL MAINTENANCE	93.50	93.50	92.50	(1.00)
TURF MANAGEMENT	33.00	33.00	33.00	-
URBAN FORESTRY	32.50	32.50	32.55	0.05
ZOO OPERATIONS	30.54	30.54	29.58	(0.96)
Totals	998.44	998.44	1,012.09	13.65

Department: REC RECREATION & PARK COMMISSION (continued)

The Department has requested that the following Special Assistant positions be reclassified:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1371	Special Assistant XII	75,660	6139	Senior Industrial Hygienist.	$87,334
Exempt	1.00	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	2.00	1374	Special Assistant XV	93,281	0933	Manager IX	112,278
Exempt	1.00	1376	Special Assistant XVII	107,976	0933	Manager IX	112,278
Totals	5.00			$450,769			$507,949

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	3.00	1364	Special Assistant V	$45,518	Filled
Exempt	4.00	1366	Special Assistant VII	52,435	Filled
Exempt	1.00	1368	Special Assistant IX	60,709	Filled
Totals	8.00			$407,003	

DEPARTMENT REVENUES

Department revenues have increased by $12,723,470 or 13.69 percent and General Fund support has increased by $2,513,603 or 6.30 percent.

DESCRIPTION

In FY 2001-02, the Department's proposed budget increase is $16,743,798. This increase is comprised primarily of the following changes:

1. $2,842,998 for permanent salaries related to 12.25 FTE new positions, upward substitutions, annualization of new positions approved for partial year funding in FY 2000-01, and the

Department: REC RECREATION & PARK COMMISSION (continued)

reclassification of 5.00 FTE special assistant positions to other classifications, plus $931,532 more for mandatory fringe benefits costs. The 12.25 FTE new positions comprise:

(a) A 0.75 FTE Assistant Industrial Hygienist and a 0.75 FTE Industrial Hygienist. These positions, which annualize to 2.00 FTEs, have an annual permanent salary and fringe benefits cost of $132,227 at the top step. The Department states that these staff are required in order to improve the effectiveness of the services provided through the Occupational Safety and Health Program.

(b) 4.75 FTE Gardeners. These positions, which annualize to 5.00 FTEs, have an annual permanent salary and fringe benefits cost of $282,635 at the top step. The Department states that it requires one of these gardeners to maintain Esprit Park, which the City accepted as a gift in May of 2001, while the other four are part of the Natural Areas Program funded by the Open Space Fund.

(c) 1.50 FTE 2708 Custodians, and a 0.75 FTE 3284 Recreation Director. These positions, which annualize to 3.00 FTEs, have an annual permanent salary and fringe benefits cost of $123,676 at the top step. The Department states that these staff are required at the Portsmouth Square Recreation Building.

(d) A 0.75 FTE Locker Room Attendant, a 0.75 FTE 3204 Swimming Pool Cashier, 1.50 FTE 3210 Swimming Instructors/Pool Attendants. These positions, which annualize to 4.00 FTE positions, have an annual permanent salary and fringe benefits cost of $146,931 at the top step. The Department states that these staff are required at the Martin Luther King, Jr. Pool which is scheduled to reopen in July of 2001.

(e) An 0.75 FTE 1823 Senior Administrative Analyst. This position, which annualizes to a 1.00 FTE, has an annual permanent salary and fringe benefits cost of $65,741 at the top step. The Department states that this staff member is required in order to provide liaison with the Park and Recreation Open Space Advisory Committee.

2. $346,345 for equipment purchase and $120,028 for equipment lease purchase.

3. $9,861,141 for capital projects. According to Ms. Mary King-Gorwky of REC, the increase in the capital budget is largely attributable to the additional Bond proceeds from the Neighborhood Recreation and Park Facilities Improvement Bonds, 2000.

4. $1,943,395 due to increases in the cost of energy, sewer, and information system services provided by other departments.

These increases are offset by reductions in temporary salaries, overhead costs, professional and specialized services, and materials and supplies.

COMMENT

The Mayor's budget provides an increase of $16,743,798. Our recommended reductions, which total $1,117,258, would still allow an increase of $15,626,540 or 12.5% in the Department's budget.

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
CAQ Non-Children's Fund Programs								
2668	049	Other Materials and Supplies				$20,847	$5,635	$15,212
		Disapprove this 24.4 percent budget increase due to inadequate justification. Retain at FY 2000-01 budget level, adjusted for cost of living.						
EAA Golden Gate Park								
2670	001	Permanent Salaries - Misc.				5,488,319	5,452,486	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2742	001	Nursery Specialist	3428 S	4.00	0.00	216,469	0	216,4
2742	001	Gardener	3417 S	0.00	4.00	0	187,049	(187,04
		Disapprove these proposed substitutions which have not been approved by the Department of Human Resources.						
2670	001	Attrition Savings - Misc.	9993M	(10.85)	(10.99)	(480,840)	(487,253)	6,4
		Increase attrition savings by $6,413 to offset the effect of the Department's upward substitution of 3.37 FTE miscellaneous temporary positions to 5.00 FTE Environmental Service Worker positions, which has resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2670	013	Mandatory Fringe Benefits				1,562,033	1,555,851	6,182
		Corresponds to the reductions in Permanent Salaries and the increase in Attrition Savings.						
EAB Turf Management								
2676	001	Permanent Salaries - Misc.				1,680,803	1,673,448	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2746	001	Attrition Savings - Misc.		0.00	(0.14)	0	(7,355)	7,355
		Increase attrition savings by $7,355 to offset the effect of the Department's upward substitution of a 1.00 FTE 3417 Gardener position to a 1.00 FTE 3419 Municipal Staduim Groundskeeper position, which has resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled position, at the higher salary and fringe benefit cost, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
2676	013	Mandatory Fringe Benefits				448,477	446,572	1,905
		Corresponds to the reductions in Permanent Salaries and the increase in Attrition Savings.						

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2676	060	Equipment Purchase				67,000	35,000	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2768	060	Toro 95" Reel Mower	RP144R	1.00	0.00	32,000	0	32,00
		Disapprove due to inadequate justification.						
EAE Neighborhood Services - GF-Non-Project-Controlled								
2680	060	Equipment Purchase				576,500	193,000	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2769	060	Truck, Ford F 650	RP121N	1.00	0.00	57,000	0	57,00
2769	060	Van, Cargo - CNG	RP122N	1.00	0.00	30,000	0	30,00
2769	060	Truck, Ford Ranger	RP123N	1.00	0.00	20,000	0	20,00
2769	060	Van - CNG	RP124N	1.00	0.00	32,000	0	32,00
2769	060	Van, Mini - CNG	RP125N	1.00	0.00	30,000	0	30,00
2769	060	Truck, 1/2 Ton Pick-up	RP126N	1.00	0.00	28,000	0	28,00
2769	060	Truck, 1/2 Ton Pick-up	RP127N	1.00	0.00	28,000	0	28,00
2769	060	Cushman Turf Vehicle	RP128N	1.00	0.00	18,000	0	18,00
2769	060	Truck, Ford F-350	RP129N	1.00	0.00	42,000	0	42,00
2769	060	Workman Turf Vehicle	RP132N	1.00	0.00	18,000	0	18,00
2769	060	Van, 15 Passenger, CNG	RP133N	1.00	0.00	35,000	0	35,00
2769	060	62" Toro Rotary Mower	RP134N	1.00	0.00	16,500	0	16,50
2769	060	Outdoor Scoreboard	RP135N	1.00	0.00	8,000	0	8,00
2769	060	Truck, 1/4 Ton Pick-up	RP140R	1.00	0.00	21,000	0	21,00
		Disapprove due to inadequate justification.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
EAE Neighborhood Services - Park Renaissance Project								
2680	001	Permanent Salaries - Misc.				380,169	364,889	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2748	001	Manager IX	0933 S	1.00	0.00	112,278	0	112,278
2748	001	Manager VII	0931 S	0.00	1.00	0	96,998	(96,998)
		The Department has proposed to reclassify a 1.00 FTE 1374 Special Assistant XV position as a 1.00 FTE 0933 Manager IX position. The Budget Analyst recommends that this reclassification be reduced to a 0931 Manager VII, in line with the standard reclassification approved by the Department of Human Resources.						
2680	013	Mandatory Fringe Benefits				80,997	78,702	2,295
		Corresponds to the reductions in Permanent Salaries.						
EAE Neighborhood Services - Open Space & Park-Non Proj-Controlled								
2708	001	Permanent Salaries - Misc.				7,054,511	6,820,434	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2751	001	Senior Administrative Analyst	1823 N	0.75	0.00	52,187	0	52,187
2751	001	Locker Room Attendant	3202 N	0.75	0.00	21,169	0	21,169
2751	001	Swimming Pool Cashier - Clerk	3204 N	0.75	0.00	31,069	0	31,069
2751	001	Swimming Instructor/Pool Lifeguard	3210 N	1.50	0.00	60,750	0	60,750

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2751	001	Recreation Director	3284 N	0.75	0.00	33,830	0	33,83
2751	001	Gardener	3417 N	0.75	0.00	35,072	0	35,07
		Disapprove the 5.25 FTE positions above. These new positions have not been approved by the Department of Human Resources. Furthermore, the Department currently has 12 vacant 3284 Recreation Director positions (two have been vacant since January of 2000), and 26 vacant 3417 Gardener positions (two have been vacant since 1999). The Department should fill these existing vacant positions before adding new positions in the same classifications.						
2709	013	Mandatory Fringe Benefits				1,982,803	1,917,636	65,16
		Corresponds to the reductions in Permanent Salaries.						
2709	060	Equipment Purchase				72,500	43,500	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2770	060	Compact Sedan	VSCL-N	2.00	1.00	52,000	23,000	29,00
		Disapprove one compact sedan due to inadequate justification. Approve $23,000 for one VSCL-N sedan, as per the Mayor's budget instructions.						
ECD Structural Maintenance								
2712	060	Equipment Purchase				220,500	185,500	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2771	060	Truck, 1 Ton Ford	RP108N	1.00	0.00	35,000	0	35,000
		Disapprove due to inadequate justification.						
CCF Family Camp Operations								
2718	035	Other Current Expenses				48,990	24,655	24,335
		Reduce to reflect actual FY 2000-01 expenditure, adjusted for cost of living.						
CCG Main & Oper of Golf Course								
2719	060	Equipment Purchase				136,447	89,298	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						
2774	060	Ryan Aerators	RP116N	3.00	0.00	27,000	0	27,000
		Disapprove due to inadequate justification.						
2774	060	Greens Master	RP118R	3.00	2.00	60,447	40,298	20,149
		Delete one Greens Master because not required by the Department.						
CJ Urban Forestry								
2725	060	Equipment Purchase				93,000	78,000	*
		* The recommended reduction in Equipment Purchase is the total of the following specific recommendations regarding individual items.						

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2776	060	Lucas 8" Saw Mill	RP146N	1.00	0.00	15,000	0	15,00
		Disapprove due to inadequate justification.						
EIA Dept'l Admin-Business Office								
2726	001	Permanent Salaries - Misc.				3,209,200	3,117,837	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2762	001	Assistant Industrial Hygienist	6137 N	0.75	0.56	46,197	34,648	11,54
		The work to be performed by this new position was formerly performed by the Department of Health under a $54,236 work order which has been eliminated from the FY 2001-02 budget. Reduce this new position to a 0.75 FTE position on an annualized basis (0.56 FTE in FY 2001-02) in order to receive the same level of service.						
2762	001	Industrial Hygienist	6138 N	0.75	0.00	61,309	0	61,30
		Disapprove this position. While the Department states that this position replaces another vacant position in its Occupational, Environmental, Health and Safety Program, the Department has not demonstrated what position is being deleted from its budget in lieu of this proposed new 6138 Industrial Hygienist position.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: REC - Recreation and Park

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2762	001	Project Director	1070 S	1.00	0.00	89,336	0	89,336
2762	001	Business Analyst - Principal	1054 S	0.00	1.00	0	85,098	(85,098)
		Disapprove this proposed substitution which has not been approved by the Department of Human Resources. Furthermore, the Department has provided no justification for this substitution.						
2763	001	Attrition Savings - Misc.	9993M	(2.59)	(2.84)	(148,698)	(162,965)	14,267
		Increase attrition savings by $14,267 to offset the effect of the Department's upward substitution of (a) a 1.00 FTE1371 Special Assistant XII position to a 1.00 FTE 6139 Senior Industrial Hygienist position, and (b) a 1.00 FTE 5177 Safety Officer position to a 1.00 FTE 6141 Manager, Office of Health and Safety. All three upward substitutions have resulted in increased salary and fringe benefit costs during the past year, without budgetary approval by the Board of Supervisors. This recommendation will enable the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit costs, but will not result in additional budgeted expenditures for the Department because an offsetting amount will be eliminated from the budget by this increase in attrition savings.						
2726	013	Mandatory Fringe Benefits				815,806	795,281	20,525
		Corresponds to the reductions in Permanent Salaries, and the increase in Attrition Savings.						
2726	022	Training				58,500	2,420	56,080
		Reduce to reflect actual FY 2000-01 expenditure, adjusted for cost of living.						
		Total Recommended Reductions						$1,117,258

DEPARTMENT: SCI ACADEMY OF SCIENCES

FINANCIAL DATA:

The Academy of Sciences' proposed $2,168,865 budget for FY 2001-02 is $104,075 or 5.04 percent more than the original FY 2000-01 budget of $2,064,610. The net increase from the revised FY 2000-01 budget is $104,075 or 5.04 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACADEMY OF SCIENCES	$ 1,964,610	$ 1,964,610	$ 2,013,685	$ 49,075
Total Operating Expenditures	$ 1,964,610	$ 1,964,610	$ 2,013,685	$ 49,075
Capital Improvements & Fac. Maint.	$ 100,000	$ 100,000	$ 155,000	$ 55,000
Total Expenditures	$ 2,064,610	$ 2,064,610	$ 2,168,685	$ 104,075

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 8.76 FTEs, which is the same as the 8.76 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ACADEMY OF SCIENCES	8.76	8.76	8.76	-
Totals	8.76	8.76	8.76	-

Department: SCI ACADEMY OF SCIENCES (continued)

DEPARTMENT REVENUES

General Fund support has increased by $104,075 or 5 percent.

DESCRIPTION

The Academy of Sciences, which operates the Steinhart Aquarium, the Natural History Museum, and the Morrison Planetarium, has a total budget in FY 2001-02 of approximately $21,000,000. The City's General Fund contribution of $2,168,685, provides operating funds for the Steinhart Aquarium, pays the saltwater and sewer discharge charges for the Academy of Sciences, and funds nine of the 25 total positions at the Steinhart Aquarium, including eight Stationary Engineers and one Chief Stationary Engineer, to maintain the 11 buildings occupied by the Academy of Sciences. The remaining funds of approximately $19,000,000 for the Academy of Sciences operating budget come from private donations and admission revenues.

In March of 2000, San Francisco voters approved General Obligation (GO) Bonds of $87,445,000 for the renovation, seismic upgrades, and expansion of the Academy of Sciences. According to the Mayor's Office of Public Finance, the City will issue the first series of the Academy of Sciences GO Bonds in the fall of 2001. During FY 2001-02 the Academy of Sciences will continue to fully provide its programs. The construction project will begin in FY 2002-03.

The proposed FY 2001-02 budget includes (a) an increase of $32,648 for salary and mandatory fringe benefit costs due to MOU-related increases, and (b) an increase of $16,427 for Services of Other Departments, which is primarily due to increases for saltwater and sewer discharge charges and phone services. In addition, an increase of $55,000 for Facilities Maintenance and Capital Improvements has been budgeted for elevator maintenance contracts, fire alarm and life safety upgrades, and the purchase of an emergency generator system for the Steinhart Aquarium.

RECOMMENDATIONS

None.

DEPARTMENT: USD COUNTY EDUCATION OFFICE

FINANCIAL DATA:

The County Education Office's proposed $2,628,932 budget for FY 2001-02 is $528 or 0.02 percent more than the original FY 2000-01 budget of $2,628,404. The net increase from the revised FY 2000-01 budget is $1,653 or .06 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CHILDREN'S BASELINE	$ 2,564,125	$ 2,563,000	$ 2,563,000	$ (1,125)
COUNTY EDUCATION SERVICES	64,279	64,279	65,932	1,653
Total Expenditures	$ 2,628,404	$ 2,627,279	$ 2,628,932	$ 528
Less: Work Order Recoveries	(15,000)	(13,875)	-	15,000
Net Expenditures	$ 2,613,404	$ 2,613,404	$ 2,628,932	$ 15,528

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1FTE, which is the same as the 1 FTE in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
COUNTY EDUCATION SERVICES	1.00	1.00	1.00	-
Totals	1.00	1.00	1.00	-

Department: USD COUNTY EDUCATION OFFICE (continued)

General Fund support has increased by $15,528 or 0.60 percent.

DESCRIPTION

The County Education Offic is primarily supported by State monies. The City's General Fund provides monies to the County Education Office for arts, sports and music programs for elementary and secondary school students that contribute to their physical, social, and emotional development.

In accordance with the City Charter and the State Education Code, the City and County government is required to compensate members of the Board of Education and pay a portion of the County Superintendent's salary. Accordingly, this budget includes funds for the following items:

$42,000 for the seven members of the Board of Education ($500 per member per month); and
$23,932 of the Superintendent's salary and fringe benefit costs.

Such costs, totaling $65,932 for FY 2001-02, are $1,653 more than the budgeted amount of $64,279 for Permanent Salaries and Mandatory Fringe Benefits in FY 2000-01.

The proposed FY 2001-02 General Fund budget contains $600,000 for the San Francisco Unified School District (SFUSD) Children's Baseline Music program, and $1,056,000 for the Sports program, which are both unchanged from the FY 2000-01 budget.

The proposed FY 2001-02 budget also includes $907,000 for the Elementary Arts Education Program. In October of 1999, the Board of Supervisors approved a supplemental appropriation of $657,000 to provide one-time funding for the SFUSD Elementary Arts Education Program for FY 1999-00 (File 99-1723). According to SFUSD, in FY 1997-98 and FY 1998-99, the District was able to find one-time revenues to support the program, but in FY 1999-00 was not able to identify such revenues. In FY 2000-01, the County Education Office received a continuation of the one-time appropriation of $657,000, plus an additional $250,000, totaling $907,000, to expand the Elementary Arts Education Program. For FY 2001-02, the County Education Office is again requesting $907,000 for the Elementary Arts Education Program.

RECOMMENDATIONS

None.

DEPARTMENT: WAR WAR MEMORIAL

FINANCIAL DATA:

The War Memorial's proposed $11,822,637 budget for FY 2001-02 is $1,065,511 or 9.91 percent more than the original FY 2000-01 budget of $10,757,126. The net increase from the revised FY 2000-01 budget is $514,440 or 4.55 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
OPERATIONS & MAINTENANCE	$ 9,196,626	$ 9,230,046	$ 10,022,637	$ 826,011
Total Operating Expenditures	$ 9,196,626	$ 9,230,046	$ 10,022,637	$ 826,011
Capital Improvements & Fac. Maint.	$ 1,560,500	$ 2,078,151	$ 1,800,000	$ 239,500
Total Expenditures	$ 10,757,126	$ 11,308,197	$ 11,822,637	$ 1,065,511
Less: Work Order Recoveries	(487,506)	(487,506)	(263,182)	224,324
Net Expenditures	$ 10,269,620	$ 10,820,691	$ 11,559,455	$ 1,289,835

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 94.70 FTEs, which is 0.41 FTEs more than the 94.29 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: WAR WAR MEMORIAL (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Fiscal Year 2001-2002	From 2000-2001 Original Budget
OPERATIONS & MAINTENANCE	94.29	94.29	94.70	0.41
Totals	94.29	94.29	94.70	0.41

SPECIAL ASSISTANT POSITIONS

The War Memorial has no Special Assistant positions.

DEPARTMENT REVENUES

Department revenues have increased by $1,529,335 or 12.93 percent. The increase in revenues is primarily due to a $1,278,019 increase from Hotel Taxes allocated to the War Memorial.

DESCRIPTION

Capital Improvement and Facilities Maintenance for FY 2001-02 totals $1,800,000, which is $239,500 more than the $1,560,500 budgeted for FY 2000-01. Such Facilities Maintenance funds will be used primarily for Recarpeting for Herbst Theatre, Fire Alarm and HVAC Upgrades for the Opera House, and Electric Power Management Upgrades for the Opera House and Veterans Building. Other major increases in the proposed budget for the War Memorial include: (1) $43,953 for Maintenance Services for Buildings and Equipment; (2) $36,610 for Materials & Supplies; and (3) a net increase of $210,663 for Services of Other Departments, which is primarily due to an increase of $306,042 for Light, Heat & Power.

The increase of 0.41 in position count is due to: (1) the transfer of the currently shared 1270 Departmental Personnel Officer position between the War Memorial (70 percent) and the Fine Arts Museum (30 percent) to be a full-time position solely responsible for the War Memorial, which results in an increase in position count of 0.30 FTE; and (2) an increase of $52,252 for Temporary Salaries, which results in an increase in position count of 1.11. These increases, which total 1.41 are off-set by the deletion of 1.0 FTE 1632 Senior Account Clerk position, resulting in the net increase of 0.41 FTE.

Department: WAR WAR MEMORIAL **(continued)**

The position increase, along with MOU-related increases and step adjustments result in an additional overall increase of $314,297 in salaries and benefits.

The remaining increase in the War Memorial's budget is primarily due to a technical error in Interdepartmental Recovery, in the amount of $237, 394.

COMMENT

The Mayor's budget provides an increase of $1,065,511. Our recommended reductions, which total $52,569, would still allow an increase of $1,012,942 or 9.42 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: WAR - War Memorial

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
2792	001	Permanent Salaries - Misc				$4,706,120	$4,676,905	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
2799	9993M	Attrition Savings - Misc		(2.88)	(3.44)	(150,256)	(179,471)	29,215
		Increase Attrition Savings - Misc to reflect actual expenditure rate in Permanent Salaries - Misc. for the current year.						
2792	013	Mandatory Fringe Benefits				1,297,316	1,289,727	7,589
		Corresponds to the reduction in Permanent Salaries - Misc.						
2792	029	Maintenance Services - Equipment				297,535	281,770	15,765
		Reduce Maintenance Services - Equipment to reflect actual expenditure rate for the current year which is projected to be approximately $259,000. Our recommended amount of $281,770 will allow for $15,000 in new service contracts and a cost of living increase. Our recommended amount of $281,770 would still provide an additional $22,770 for Maintenance Services - Equipment than is projected to be expended in the current year.						
		Total Recommended Reductions						$52,569

DEPARTMENT: AIR AIRPORT COMISSION

FINANCIAL DATA:

The Airport Commission's proposed $635,933,059 budget for FY 2001-02 is $143,789,257 or 29.22 percent more than the original FY 2000-01 budget of $492,143,802. The net increase from the revised FY 2000-01 budget is $143,789,257 or 29.22 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION, BUSINESS	$ 327,166,590	$ 330,328,548	$ 410,588,282	$ 83,421,692
FACILITIES MAINTENANCE, CONSTRUCTION	90,302,267	90,302,267	90,561,884	259,617
SAFETY & SECURITY	65,115,813	65,115,813	67,182,893	2,067,080
Total Operating Expenditures	$ 482,584,670	$ 485,746,628	$ 568,333,059	$ 85,748,389
Capital Improvements & Fac. Maint.	$ 9,559,132	$ 6,397,174	$ 67,600,000	$ 58,040,868
Total Expenditures	$ 492,143,802	$ 492,143,802	$ 635,933,059	$ 143,789,257

Department: AIR AIRPORT COMMISSION (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,578.14 FTEs, which is 0.54 FTE more than the 1,577.60 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION, BUSINESS	378.18	378.18	365.72	(12.46)
FACILITIES MAINTENANCE, CONSTRUCTION	956.49	956.49	963.29	6.80
SAFETY & SECURITY	242.93	242.93	249.13	6.20
Totals	1577.60	1577.60	1578.14	0.54

The Airport's budget contains one new position (1.00 FTE) budgeted for FY 2001-2002. The Airport's proposed new position is as follows:

Name	Classification	No. of FTE Positions	Annual Salary at Top Step	Annualized No. of Positions	Annual Total Salaries
Car and Auto Painter	7309	1.00	$55,123	1	$55,123
Total:		1.00		1	$55,123

Department: AIR AIRPORT COMMISSION (continued)

The Airport's current Special Assistant positions total 103.75 FTEs, of which the following are proposed for reclassification in FY 2001-02:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	1.00	1365	Special Assistant VI	48,729	1404	Clerk	39,894
Provisional	1.00	1365	Special Assistant VI	48,729	1823	Senior Administrative Analyst	69,583
Provisional	2.00	1369	Special Assistant X	131,231	1823	Senior Administrative Analyst	139,165
Provisional	4.00	1369	Special Assistant X	262,461	1450, 1632, 1823	Exec Sec I, Sr Acct Clerk, Sr Admin Analyst	223,026
Exempt	1.00	1371	Special Assistant XII	75,951	0922	Manager V	80,571
Exempt	1.00	1372	Special Assistant XIII	80,571	1802	Research Assistant	53,210
Exempt	2.00	1372	Special Assistant XII	161,142	0922	Manager V	167,562
Exempt	6.00	1372	Special Assistant XIII	483,425	0922	Manager V	496,265
Vacant	1.00	1373	Special Assistant XIV	86,652	0923	Manager VI	86,652
Vacant	1.00	1373	Special Assistant XIV	86,652	0923	Manager VI	90,105
Exempt	2.00	1373	Special Assistant XIV	173,304	0923	Manager VI	180,210
Vacant	1.00	1374	Special Assistant XV	93,281	1840	Junior Management Assistant	52,183
Vacant	6.00	1374	Special Assistant XV	559,686	0931	Manager VII	581,998
Exempt	11.00	1374	Special Assistant XV	1,026,092	0931	Manager VII	1,055,828
Exempt	1.75	1375	Special Assistant	175,574	0932	Manager VIII	179,572
Exempt	1.00	1376	Special Assistant XVII	107,976	0941	Manager X	120,746
Vacant	1.00	1376	Special Assistant XVII	107,976	0933	Manager IX	112,278
Exempt	6.00	1376	Special Assistant XVII	647,855	0933	Manager IX	652,157
Vacant	12.50	1376	Special Assistant XVII	1,349,698	0933	Manager IX	1,362,604
Exempt	11.00	1377	Special Assistant XVIII	1,277,309	0941	Manager X	1,309,698
Exempt	2.00	1377	Special Assistant XVIII	232,238	0941	Manager X	241,492
Exempt	1.00	1377	Special Assistant XVIII	116,119	0941	Manager X	116,119
Vacant	1.00	1378	Special Assistant XIX	124,053	0942	Manager XI	128,996
Vacant	1.00	1379	Special Assistant XX	137,382	0943	Manager XII	100,000
Exempt	1.00	1380	Special Assistant XXI	138,809	0954	Deputy Director IV	137,382
Exempt	2.00	1380	Special Assistant XXI	254,483	0955	Deputy Director V	289,208
Exempt	1.00	1381	Special Assistant XXII	151,615	0955	Deputy Director V	144,604
Totals	82.25			8,138,993			8,211,108

The following Airport Special Assistant positions are not proposed for reclassification in FY 2001-02:

Remaining Special Asssistant

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1	1365	Special Assistant VI	48,729	Filled
Vacant	1	1365	Special Assistant VI	48,729	Vacant
Vacant	0.75	1366	Special Assistant VI	39,326	Vacant
Vacant	1	1367	Special Assistant VI	56,402	Vacant
Vacant	1	1368	Special Assistant IX	60,709	Vacant
Vacant	1	1368	Special Assistant IX	69,709	Vacant
Vacant	1	1369	Special Assistant X	65,615	Vacant
Provisional	2	1369	Special Assistant X	131,230	Filled
Vacant	1	1369	Special Assistant X	65,615	Vacant
Vacant	2	1370	Special Assistant XI	141,254	Vacant
Exempt	3	1370	Special Assistant XI	211,881	Filled
Exempt	1	1371	Special Assistant XI	75,951	Filled
Vacant	5	1371	Special Assistant XI	379,755	Vacant
Provisional	0.75	1371	Special Assistant XI	56,963	Filled
Totals	21.5			1,451,868	

Department: **AIR AIRPORT COMMISSION (continued)**

DEPARTMENT REVENUES

Department revenues have increased by $145,166,090 or 27.5 percent, from $527,869,423 in FY 2000-01 to $673,035,513 in FY 2001-02.

DESCRIPTION

1. The Airport opened the approximately 2.5 million square foot new International Terminal Complex (the "ITC") for full operations on December 10, 2000, with the exception of three gates in Boarding Area A, one gate in Boarding Area G, and the AirTrain System. The opening occurred over a period of several months, as various international air carriers transferred their operations to the ITC. According to Mr. Derek Chu of the Airport, the ITC is the largest international terminal and the largest common-use terminal in the United States. Also according to Mr. Chu, since the opening, all of the ITC's systems have been functioning with minimal disruptions, including key systems such as telecommunications and baggage handling.

2. The AirTrain System will provide transit service over a "terminal loop" to serve the terminal complex and over a "north corridor loop" to serve the rental car facility and other locations situated north of the terminal complex. The AirTrain is expected to be completed by Summer 2002.

3. The Airport Commission submitted a passenger facility charge (a "PFC") application to the Federal Aviation Administration (FAA) requesting authority to impose and use a $4.50 PFC. According to Mr. Chu, a total of 319 airports are currently approved for PFC collections, including all except three of the nation's large-hub airports. The three exceptions are the San Francisco, the Houston, and the Charlotte Airports. The estimated amount of net PFC revenue proposed to be collected under this application is approximately $113 million, of which $60 million is budgeted for FY 2001-2002. The Controller has reserved these revenues pending final FAA approval. The Airport estimates that the PFC collection period would begin on October 1, 2001, and continue through June of 2003. Mr. Chu has stated that the PFC would fund eligible costs associated with potential runway reconfiguration studies at San Francisco International Airport, including feasibility studies, "no-build" solutions to delays and capacity issues, the environmental impact process, planning and preliminary engineering as it relates to the preparation of the environmental documents, and associated financing costs.

4. There are seven different projects that are taking place with regard to Runway 2020. The total budget for the Planning and Preliminary Engineering Activities totals approximately $263.8 million, which would be expended over a 30-month period. The funding sources are Commercial Paper, federal grants, and the Passenger Facility Charge.

Department: AIR AIRPORT COMMISSION (continued)

COMMENTS

1. Mr. Chu has written to the Budget Analyst reporting that when the Airport begins its FY 2001-02, he estimates that the Airport will have approximately $2.0 million in unappropriated revenue in excess of its budgeted need.

Mr. Chu reports that the Airport has experienced a 7 percent decline in domestic enplanements since February compared to last year, which impacts the revenue generated from a number of concession areas. Mr. Chu reports that the Airport has concerns regarding meeting year-end revenue forecasts due to a trend of declining exits from the parking garages, and decreased travel and spending.

2. The Budget Analyst has recommended reductions in the Airport's FY 2001-02 budget totaling $9,960,961, which would add to the Airport's unappropriated fund balance.

3. The Airport's total budget for Entertainment and Promotions is $798,129, which is $363,014 less than the $1,161,143 budgeted in that account for FY 2000-01.

4. The Mayor's budget provides an increase of $143,789,257. Our recommended reductions, which total $9,960,961, would still allow an increase of $133,828,296 or 27.2 percent in the Department's budget.

Department: AIR - Airport Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Administration, Business (BGF)								
1058	001	Permanent Salaries - Misc.				$17,276,274	$16,763,372	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1137	001	Manager V	0922S	4.0	3.0	335,124	251,343	$83,781
1137	001	Manager VI	0923S	2.0	1.0	180,210	90,105	90,105
1137	001	Manager VII	0931O	1.0	0.0	93,281	0	93,281
1137	001	Manager IX	0933S	2.0	1.0	224,556	112,278	112,278
1137	001	Manager X	0941S	7.0	6.0	845,222	724,476	120,746
1138	001	Special Assistant VI	1365A	4.0	3.0	194,915	146,186	48,729
1138	001	Special Assistant IX	1368O	1.0	0.0	60,709	0	60,709
1142	001	Illustrator Art Designer	5320A	3.0	2.0	171,790	114,527	57,263
		To eliminate vacant positions excess to the Airport's current needs.						
1143	001	Non-Operating Position Offset	9997M	(45.0)	(42.6)	(2,924,033)	(2,770,043)	(153,990)
1058	005	Temporary Salaries				607,500	450,000	157,500
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-						

Department: AIR - Airport Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings	
1058	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				$5,223,311	$5,105,191	$118,1	
1058	022	Training Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-				210,200	150,000	60,20	
1058	035	Other Current Expenses Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-				4,829,259	4,600,000	229,25	
1059	070	Debt Service To reduce Bond Debt Service in accordance with the Airport's updated requirement.				260,000,000	254,578,000	5,422,00	
SFIA - Capital Projects - Operating Fund									
1072	067	Buildings, Structures & Improvements * Reserve funding for the "Passenger Facility Fee Project" pertaining to the runway reconfiguration studies, pending identification of specific projects and submission to the Finance Committee of detailed budgets for each project, including identification of contractors, estimated hours, and hourly rates.				60,000,000	60,000,000	*	

epartment: AIR - Airport Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
afety & Security (BGG)								
073	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				$11,441,490	$11,358,516	*
159	001	Radio Technician To delete one vacant position not needed by the Airport.	7367A	4.0	3.0	331,899	248,925	$82,974
073	005	Temporary Salaries Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-				172,560	140,000	32,560
073	013	Mandatory Fringe Benefits Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-				2,885,142	2,864,627	20,515
073	027	Professional & Specialized Services Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-				106,000	86,000	20,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: AIR - Airport Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Ground Transportation (PACA10)								
1077	001	Permanent Salaries - Misc.				$714,426.00	$658,024.00	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1163	001	Special Assistant VIII	1367A	1.0	0.0	56,402	0	$56,4
		To delete one vacant position excess to the Airport's needs.						
1077	013	Mandatory Fringe Benefits				195,704	181,516	14,18
		Corresponds to reduction in salaries.						
1076	035	Other Current Expenses				21,916,350	21,766,350	150,00
		Reduce to the Airport's current needs.						
Airport - SFPD Costs (PACA38)								
1078	022	Training				129,314	100,000	29,31
1078	027	Professional & Specialized Services				101,750	60,000	41,75
1079	049	Other Materials & Supplies				91,695	55,000	36,69
		Reduce to the Airport's current needs.						
1079	060	Equipment Purchase				346,000	311,400	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						

epartment: AIR - Airport Commission

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
187	060	Equipment Not Detailed				$0	($34,600)	$34,600
		To reduce the Equipment Budget in accordance with the Airport's updated requirements.						
acilities Maintenance, Construction (BGH)								
082	001	Permanent Salaries - Misc.				49,309,245	48,005,761	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
166	001	Special Assistant X	1369A	1.0	0.0	65,615	0	65,615
166	001	Manager IX	0933O	5.0	0.0	539,879	0	539,879
167	001	Inventory Clerk	1920C	3.0	2.0	119,438	79,626	39,812
168	001	Custodian	2708C	39.0	19.0	1,625,381	833,528	791,853
174	001	Apprentice Stationary Engineer	7333C	6.0	5.0	331,216	276,014	55,202
174	001	Stationary Engineer	7334C	15.0	14.0	871,602	813,496	58,106
174	001	Carpenter	7344C	5.0	4.0	313,332	250,666	62,666
174	001	Painter	7346C	5.0	4.0	284,156	227,325	56,831
174	001	Steamfitter	7348C	3.0	2.0	216,577	144,385	72,192
175	001	Asphalt Worker	7502C	1.0	0.0	46,084	0	46,084
		To reduce facility positions in accordance with the Airport's updated requirements.						

Department: AIR - Airport Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1173	001	Car and Auto Painter To delete one new position that the Department states was requested in error.	7390N	1.0	0.0	$55,123	$0	$55,12
1176	001	Non-Operating Position Offset	9997M	(242.0)	(234.6)	(17,668,138)	(17,128,259)	(539,87
1082	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				13,300,434	12,938,887	361,5
1082	029	Maintenance Services - Equipment Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.				6,540,052	5,950,000	590,0
1082	047	Fuels & Lubricants Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.				1,118,959	750,000	368,95
1082	060	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				845,000	527,060	*
1189	060	Equipment Not Detailed To reduce the Equipment budget in accordance with the Airport's updated needs.				0	(317,940)	317,94

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

epartment: AIR - Airport Commission

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
nvironmental Control Program (PACA12)								
086	001	Permanent Salaries - Misc.				$70,566	$0	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
178	001	Special Assistant XI	1370A	1.0	0.0	70,627	0	$70,627
		To eliminate vacant positions excess to the Airport's current needs.						
178	001	Step Adjustments	STEPM	0.0	0.0	211	0	211
178	001	Special Salary Savings	9991M	0.0	0.0	(272)	0	(272)
086	013	Mandatory Fringe Benefits				16,610	286	16,324
		Corresponds to reduction in salaries.						

Total Recommended Reductions	$9,960,961
Total Recommended Reserves	$60,000,000

DEPARTMENT: CWP CLEAN WATER PROGRAM

FINANCIAL DATA:

The Clean Water Program's proposed $181,241,942 budget for FY 2001-02 is $22,427,934 or 14.12 percent more than the original FY 2000-01 budget of $158,814,008. The net increase from the revised FY 2000-01 budget is $13,297,657 or 7.92 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
WATER POLLUTION CONTROL	$ 136,813,908	$ 149,191,447	$ 146,591,942	$ 9,778,034
Total Operating Expenditures	$ 136,813,908	$ 149,191,447	$ 146,591,942	$ 9,778,034
Capital Improvements & Fac. Maint.	$ 22,000,100	$ 18,752,838	$ 34,650,000	$ 12,649,900
Total Expenditures	$ 158,814,008	$ 167,944,285	$ 181,241,942	$ 22,427,934
Less: Work Order Expenditures	(4,837,291)	(588,000)	(5,025,620)	(188,329)
Net Expenditures	$ 153,976,717	$ 167,356,285	$ 176,216,322	$ 22,239,605

Major expenditure changes to account for the $22,427,934 increase are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase/ (Decrease)
Maintenance Services-Building and Structures	$2,697,372	$3,360,219	$662,847
Buildings, Structures and Improvements	22,000,100	34,650,000	12,649,900
Debt Service	65,396,146	69,050,606	3,654,460
Services of Other Departments	29,168,479	34,632,113	5,463,634
Total	$119,262,097	$141,692,938	$22,430,841

Department: CWP CLEAN WATER (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 342.67 FTEs, which is 7.01 FTEs less than the 349.68 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
WATER POLLUTION CONTROL	349.68	349.68	342.67	(7.01)
Totals	349.68	349.68	342.67	(7.01)

The Clean Water Program has requested one (.75 FTE) new position as follows:

Name	Classification	No. of FTE Positions	Annual Salary at Top Step	Annualized No. of Positions	Annual Total Salary
Clerk Typist	1424	0.75	$31,096	1	$41,461

Although the Department presently has one Clerk Typist, five Senior Clerk Typists, and one Principal Clerk Typist, the Budget Analyst is recommending approval of the new Clerk Typist position. This new Clerk Typist position's primary responsibility would be data entry for the Geographic Information System and the sewer maintenance database. Currently there is a two-year backlog of data entry of sewer maintenance work.

The Clean Water Program has no Special Assistant positions in its FY 2001-02 budget.

Department: CWP CLEAN WATER (continued)

DEPARTMENT REVENUES

Department revenues have increased by $24,378,095 or 14.02 percent and General Fund support has increased by $104,147 or 51.50 percent. Major revenue changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Revenue	FY 2000-01	FY 2001-02	Increase/ (Decrease)
Sewer Service Charge	$140,404,884	$147,666,000	$7,261,116
Beginning Fund Balance	15,527,907	30,263,986	14,736,079
Total	$155,932,791	$177,929,986	$21,997,195

DESCRIPTION

The Clean Water Program operates and maintains the sewage and water pollution control system serving the City.

COMMENTS

1. The Clean Water budget request includes more than $2,000,000 in chemical costs and approximately $250,000 in labor costs to address the problem of odors caused by the collection and treatment of sewage in the City. According to Mr. Bill Keaney of the Clean Water Program, in the last two years, Clean Water has completed six odor control projects at the Southeast Plant that will reduce odors. These projects totaled $7.24 million.

   Mr. Keaney reports that there are currently four odor control projects in progress. Two of these projects are funded with $5 million provided by Catellus as part of the Mission Bay Project. Design is completed on the first project and is 50% completed on the second project. Clean Water plans to spend $1.2 million to install odor control equipment on the Primary Effluent Pump Station. Finally, the upgrade of the Booster Pump Station will produce significant odor reduction. Construction on this project is more than 50% complete and Clean Water anticipates it will be finished by November 2001.

   Mr. Keaney reports that Clean Water is also working on four small odor control projects for the City's sewer system. The cost of these projects totals $300,000. The systems built will be adding odor control chemicals to sewers and the estimated annual cost of the chemicals is $440,000.

Department: CWP CLEAN WATER (continued)

There are four additional projects that are partly or entirely directed to odor control that do not have funding. The estimates for the four projects total $69 million as follows:

Project	Amount
Covering of Secondary Clarifiers	$44,000,000
Old Primary Sedimentary Tanks	10,000,000
Headworks/Pretreatment	5,000,000
New Primary Sedimentary Tanks	10.000.000
Total	$69,000,000

Clean Water is in the Environmental Impact Review phase of the Southeast Plant Solids Handling Project. The primary objectives of this project are to replace the 50-yearold digesters and to control odors released by the various solids handling processes. The current estimate for this project is about $300 million. Funds to construct this project have not yet been identified

2. In September of 2000, the Board of Supervisors approved the $45 million, four-year Public Utilities Commission Program Management Services Contract with the Water Alliance, a joint venture of Bechtel Infrastructure Corporation, The Jefferson Company, and Sverdrup Civil, Inc. Under the subject contract, the Water Alliance would provide program management services to the PUC to organize and implement its capital improvement program. According to Mr. Jeet Bajwa of the PUC, the PUC will expend approximately $8,000,000 in the first year of the four-year contract, which began September 22, 2000 and ends on September 21, 2001. Mr. Bajwa reports that the Water Department, the Clean Water Program, and Hetch Hetchy have budgeted a total of $7,000,000 in their proposed FY 2001-02 budgets for the second year of the subject contract. The Clean Water Program budget contains $1,500,000, the Water Department's Regional Supply and Treatment Program budget contains $2,800,000, the Water Department's City Distribution Department contains $1,500,000, and Hetch Hetchy's budget contains $1,200,000. Mr. Bajwa reports that the distribution among the Departments of the subject contract's cost is based on the percentage of capital project being executed by each Department. Mr. Bajwa advises that the second year of the contract will be subject to approval by the Board of Supervisors.

3. The Mayor's budget provides an increase of $22,427,934. Our recommended reductions, which total $249,768, would still allow an increase of $22,178,166 or 13.97% in the Department's budget.

Department: CWP - Clean Water

Page No.	Object		Position/ Equip-ment Number	Number From	Number To	Amount From	Amount To	Savings
Water Pollution Control - BAX								
1135	009	Premium Pay				$198,566	$165,000	$33,566
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
1135	012	Holiday Pay				151,018	115,000	36,018
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
1135	013	Mandatory Fringe Benefits				5,418,002	5,407,551	5,18
		Corresponds to reduction in salaries.						
1204	027	Professional & Specialized Services				714,371	639,371	75,000
		To reduce expenses for Professional Services to the minimum essential for effective operations						
1204	028	Maintenance Svcs - Bldgs &				3,256,699	3,206,699	50,000
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

epartment: CWP - Clean Water

age No.	Object		Position/ Equip-ment Number	Number From	Number To	Amount From	Amount To	Savings
04	060	Equipment Purchase				$851,178	$801,178	*
		*The recommended reduction in equipment is the total of the following specific recommendations						
24	060	Equipment Not Detailed	WP4XX			(68,000)	(118,000)	$50,000
		*To reduce funding for equipment to the minimum essential necessary for effective operations.						
		Total Recommended Reductions						$249,768

DEPARTMENT: DBI DEPARTMENT OF BUILDING INSPECTION

FINANCIAL DATA:

The Department of Building Inspection's proposed $35,010,770 budget for FY 2001-02 is $712,551 or 2.08 percent more than the original FY 2000-01 budget of $34,298,219. The net increase from the revised FY 2000-01 budget is $712,551 or 2.08 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DBI - ADMINISTRATION SERVICES	$ 4,749,144	$ 4,749,144	$ 5,597,005	$ 847,861
DBI - INSPECTION SERVICES	15,074,297	15,074,297	16,044,180	969,883
DBI - PERMIT SERVICES	12,106,411	12,106,411	13,369,585	1,263,174
Total Operating Expenditures	$ 31,929,852	$ 31,929,852	$ 35,010,770	$ 3,080,918
Capital Improvements & Fac. Maint.	$ 2,368,367	$ 2,368,367	$ -	$ (2,368,367)
Total Expenditures	$ 34,298,219	$ 34,298,219	$ 35,010,770	$ 712,551
Less: Work Order Recoveries	(73,000)	(73,000)	(458,000)	(385,000)
Net Expenditures	$ 34,225,219	$ 34,225,219	$ 34,552,770	$ 327,551

Department: **DBI DEPARTMENT OF BUILDING INSPECTION (continued)**

Of the $327,551 net increase in DBI's budget, major changes are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries	$17,674,447	$19,187,191	$1,512,744
Mandatory Fringe Benefits	4,285,471	4,729,208	443,737
Professional & Specialized Services	1,956,400	2,280,371	323,971
Training	162,808	279,162	116,354
Other Current Expenses	904,859	1,004,859	100,000
Materials & Supplies	908,999	467,535	(441,464)
Equipment Purchase	397,000	888,056	491,056
Buildings, Structures, & Improvements	2,368,367	0	(2,368,367)
Miscellaneous Changes	5,566,868	5,716,388	149,520
Total	$34,225,219	$34,552,770	$327,551

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 291.48 FTE, which is 15.77 FTE more than the 275.1 FTE in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DBI - ADMINISTRATION SERVICES	38.08	38.08	40.62	2.54
DBI - INSPECTION SERVICES	135.53	135.53	142.24	6.71
DBI - PERMIT SERVICES	102.10	102.10	108.62	6.52
Totals	275.71	275.71	291.48	15.77

Department: **DBI DEPARTMENT OF BUILDING INSPECTION (continued)**

Included in the net number of 15.77 additional FTEs, the Department of Building Inspection's budget contains a total of 14 new position requests (10.5 FTE) for FY 2001-02. DBI's proposed new permanent positions are as follows:

Name	Classification	No. of FTE Positions	Annual Salary at Top Step	Annualized No. of Positions	Total Annual Salaries
Personnel Clerk	1202	0.75	$44,351	1.0	$44,351
Clerk Typist	1424	2.25	41,461	3.0	124,383
Senior Clerk Typist	1426	1.50	45,431	2.0	90,862
Electrical Inspector	6248	0.75	74,699	1.0	74,699
Building Inspector	6331	2.25	80,796	3.0	242,388
Sr. Building Inspector	6333	0.75	89,073	1.0	170,664
Clerk	1404	0.75	38,893	1.0	38,893
Sr. Microphoto Tech.	1752	0.75	46,429	1.0	46,429
Chief Building Inspector	6334	0.75	98,192	1.0	98,192
Total		**10.50**		**14.0**	**$930,861**

The Budget Analyst is recommending approval of ten (7.5 FTE) of the 14 requested new positions. The Budget Analyst is recommending disapproval of the remaining four (3.0 FTE) requested new positions.

Special Assistants

DBI currently has 11 Special Assistant positions, 10 of which are proposed for reclassification in FY 2001-02. The proposed reclassifications are as follows:

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1367	Special Assistant VIII	$56,402	1823	Sr. Admin. Analyst	$69,583
Exempt	1.00	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	4.00	1372	Special Assistant XIII	322,284	0922	Manager V	335,124
Exempt	2.00	1372	Special Assistant XIII	161,142	0922	Manager V	167,562
Exempt	1.00	1374	Special Assistant XV	93,281	0931	Manager VII	96,998
Provisional	1.00	1375	Special Assistant XVI	100,328	0932	Manager VIII	104,326
Totals	10.00			$814,008			$857,374

Department: **DBI DEPARTMENT OF BUILDING INSPECTION (continued)**

Of the 10 Special Assistants proposed for reclassification, one 1372 Special Assistant XIII position has remained vacant since its authorization as a new position in FY 2000-01. The position would be responsible for the coordination and maintenance of the Department's online services, allowing the public to access over the internet such DBI services as: application for and granting of permits, complaint filing, and records retrieval. According to Ms. Amy Lee of DBI, the 1372 Special Assistant position has remained vacant due to unavoidable delays in implementation of the Department's online service capabilities. DBI expects to fill the vacant position by October of 2001.

One additional filled 1366 Special Assistant VI is not included in the proposed reclassifications for FY 2001-02, as follows:

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Exempt	1.00	1366	Special Assistant VI	52,435	Filled
Totals	1.00			52,435	

According to Ms. Lee, in August of 2000 the Department used a transfer exchange ("TX"), approved by the Department of Human Resources (DHR), to temporarily reclassify the filled position to a 1372 Special Assisntant XIII. The Budget Analyst notes that this transfer exchange resulted in a salary increase for one individual of $28,028, from $52,234 to $80,262 at the top step. Ms. Lee advises that DBI did not request to permanently reclassify the transfer exchange in DBI's FY 2001-02 budget because the Department was waiting to learn how DHR planned to address Special Assistants Citywide. However, DHR is currently reviewing a request to reclassify the 1366 Special Assistant VI to a 0922 Manager V, according to Ms. Lee. This position currently serves as DBI's Public Information Officer, liaison to the Mayor's Office, liaison to the Board of Supervisors, and liaison to other City departments and community advocacy groups.

DEPARTMENT REVENUES

The Department's fee-generated revenues have increased by $2,770,568 or 8.6 percent, from $32,059,953 in FY 2000-01 to $34,830,521 in the FY 2001-02. Total Department revenues have decreased by $2,019,065 or 5.35 percent, due primarily to a one-time appropriation in FY 2000-01 for Capital and Facilities Maintenance. The Department is completely funded through fee revenues that accrue to the Building Inspection Fund. Such fees can only be used for building inspection purposes.

Department: **DBI** DEPARTMENT OF BUILDING INSPECTION **(continued)**

Of the $2,770,568 increase in DBI's fee-generated revenues, major changes are as follows:

Revenue Source	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Plan Checking	$6,434,560	$7,434,560	$1,000,000
Building Permits	12,414, 885	14,427,257	2,012,372
Additional Building Inspections	297,320	197,320	(100,000)
Additional Electrical Inspections	262,204	100,204	(162,000)
Miscellaneous Changes	12,650,984	12,671,180	20,196
Total	$32,059,953	$34,830,521	$2,770,568

DESCRIPTION

1. DBI's proposed budget includes an increase of $1,512,744, or 8.6 percent, in Permanent Salaries. According to Ms. Lee, the Department's workload has expanded significantly due to an increase in construction activity in recent years, and the transfer to DBI of additional responsibilities, such as the Earthquake Preparedness Program and the medium-voltage inspections previously performed by the Pacific Gas & Electric Company (PG&E). DBI is requesting a total of 14 new (10.5 FTE) new positions, including eight (6 FTE) administrative and six (4.5 FTE) inspection personnel, to manage the additional workload and meet the increased demand for service. The Department is also requesting the new staff to improve DBI's public service capabilities through program changes that include expediting permit approvals, improving Department response to requests for document copies and restructuring of its Code Enforcement Division to promote better case management of properties that are chronically non-compliant. As stated previously, the Budget Analyst is recommending approval of eight (6.0 FTE) of the 14 (10.5 FTE) requested new positions and disapproval of the remaining six (4.5 FTE) requested new positions.

2. DBI's proposed budget also includes an increase of $491,056, or 123.7 percent, in Equipment Purchases, from $397,000 in FY 2000-01 to $888,056 in the FY 2001-02 budget. Of the total $888,056 budget for Equipment Purchase, $368,056 would fund DBI's efforts to upgrade its computer system to facilitate management of DBI's information and documents. On June 11, 2001, the Controller's Office completed a two-year performance audit of the Department, which recommended automating and allowing for electronic tracking of DBI's records. In FY 2000-01, DBI installed a new Oracle-based permit tracking system at a total cost of $1.5 million, $800,000 of which was expended on Professional Services related to the technical transition and $700,000 of which was spent on Equipment Purchases. According to Ms. Lee, the continued modernization of DBI's computer system funded in the FY 2001-02 budget would integrate the updated permit tracking system with DBI's various functions, enabling automated and electronic tracking of documents and records across all Department divisions, as well as more efficient processing of incoming information. The Budget Analyst is recommending approval of $363,056 of the $368,056 request for computer technology purchases.

Department: **DBI** DEPARTMENT OF BUILDING INSPECTION **(continued)**

The remaining $520,000 of the total $888,056 requested for Equipment Purchases would fund six replacement pick-up trucks, one new pick-up truck, 11 replacement automobiles, and four new automobiles. Ms. Lee advises that the City's Memorandum of Understanding (MOU) with the Building Inspectors' Association requires that the Department make a good faith effort to provide vehicles for all Inspectors who conduct fieldwork. DBI is required to reimburse Inspectors who must use their privately-owned vehicles for City business at $75 per month. Currently DBI has a fleet of 117 vehicles and an inspection staff of approximately 180 employees, all of whom perform fieldwork on a daily basis. The Budget Analyst is recommending approval of the requested new vehicles.

3. Other significant increases in DBI's FY 2001-02 budget include:

- DBI's budget for Training increased by $116,354, or 71.5 percent, from $162,808 in FY 2000-01 to $279,162 in the FY 2001-02. The $279,162 budget includes: (a) $69,000 for computer training to enable management and maintenance of DBI's new computer system, discussed above, and (b) $210,162 to meet State requirements for certification and continuing education for all Inspectors, Plan Checkers, and Building Officials.

- DBI's budget for Professional and Specialized Services increased by $323,971, or 16.6 percent, from $1,956,400 in FY 2000-01 to $2,280,371 in the FY 2001-02. The $2,280,371 budget includes: (a) $1,554,405 for computer-related services to support the Department's technology modernization discussed above, (b) $661,300 for on-going Professional Services contracts, and (c) $64,666 to provide a shuttle services for employees located at 1660 Mission.

- DBI's budget for Other Current Expenses increased by $100,000 or 11.1 percent, due to an increase in the number of customers using credit cards to pay DBI fees and the resulting increase in credit card processing costs.

COMMENTS

1. The Board of Supervisors approved a two-year renovation project at the City-owned 1660 Mission Street facility during the FY 1998-99 budget process. The project involves constructing a new 25,000 square foot office annex interconnected to the existing structure at 1660 Mission. The additional space would accommodate the needs of DBI, the Fire Department's Bureau of Fire Prevention, and portions of the City Planning Department. According to Ms. Lee, the renovation project was scheduled to begin in October of 2000 and to be completed by mid-2002. Of the total $7.6 million appropriated to the project from the Department's unappropriated fund balance since FY 1998-99, $982,367 has already been expended on design and engineering work. However, Ms. Lee advises that construction has not yet begun due to conflicts over project design. Ms. Lee advises that negotiations with the Planning Department over the design plans are currently underway and are anticipated to be completed by the beginning of 2002. The construction schedule of two years would then allow for occupation of the new

Department: **DBI DEPARTMENT OF BUILDING INSPECTION (continued)**

annex in early 2004. Ms. Lee reports that, if negotiations fail, the capital project may be abandoned, in which case DBI would request that the Board of Supervisors reappropriate the project funds to renovate and expand the Department's Permit Center, which provides centralized public access to permit-related services.

2. As of June 7, 2001, DBI's Building Inspection Fund contained an unappropriated fund balance of $2,265,607, or $2,623,329 less than the $4,888,936 balance as of June of 2000. Ms. Lee advises that the decrease in the unappropriated fund balance was due to a $2,623,329 appropriation during FY 2000-02 to the 1660 Mission Street renovation project. In addition, the Building Inspection Fund contains an additional $9.1 million in unearned revenue that has been collected from multi-year building projects that pay their DBI fees during one fiscal year, but will continue to require DBI's services in future fiscal years.

3. Although the Department's total budget has increased by $712,551, or 2.08 percent, due to a $2,368,367 reduction in Capital and Facilities Maintenance, the Mayor's operating budget provides an increase of $3,080,918 or 9.6 percent. Our recommended reductions, which total $481,437, would still allow an increase of $2,599,481, or 8.14 percent, in the Department's operating budget.

Department: **DBI - Department of Building Inspection**

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Administration Services (BAN)								
1232	001	Permanent Salaries - Misc.				$2,488,732	$2,396,522	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1240	001	Building Inspector	6331L	2.00	1.00	161,591	80,796	$80,795
		To eliminate two vacant 0.50 FTE positions in accordance with the Department's re-evaluated priorities.						
1240	001	Attrition Savings		(2.38)	(2.55)	(154,232)	(165,647)	11,415
		Increase to offset the effect of the Department's upward substitution of two positions, which would result in increased salary and fringe benefit costs made during previous years, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.						
1232	005	Temp Salaries - Misc.				105,491	60,060	45,431
		Reduce to reflect one temporary 1426 Senior Clerk Typist position to be replaced by a permanent position.						

Department: DBI - Department of Building Inspection

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1232	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				$692,193	$668,197	$23,996
1232	021	Travel Reduce to FY 2000-01 budget level adjusted by a cost of living factor for FY 2001-02. Our reduction of $2,684 in Travel would allow an increase of $277 from the Department's FY 2000-01 budget level.				10,800	8,152	2,648
Inspection Services (BIS)								
1234	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				9,712,631	9,652,034	*
1242	001	Building Inspector Disapprove one new position not sufficiently justified. The reduction would still allow for the authorization of one new Building Inspector position, in addition to the 33 existing Building Inspectors, one of which was created in FY 2000-01.	6331N	1.50	0.75	121,194	60,597	60,597
1234	005	Temp Salaries - Misc. Reduce to reflect elimination of one 0.50 FTE 1371 Special Assistant XII position in accordance with the Department's reevaluated priorities.				302,347	264,372	37,975
1234	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,326,042	2,309,742	16,300

epartment: DBI - Department of Building Inspection

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1234	021	Travel				$16,557	$9,157	$7,400
		Reduce to reflect potential cost savings to be achieved by purchase of new vehicles. The City's MOU with the Building Inspectors' Association provides that employees who use their privately-owned vehicles for City business must be reimbursed. The Budget Analyst is recommending approval of the Department's request for 4 new vehicles.						
ermit Services (BPS)								
1236	001	Permanent Salaries - Misc.				6,985,828	6,835,010	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1243	001	Clerk	1404N	0.75	0.00	29,920	0	29,920
		Disapprove one requested new position not sufficiently justified. The program currently has 8 Principal Clerk Typists, 4 Clerk Typists and 19 Senior Clerk Typists. Five of these clerical positions were created in FY 2000-01.						
1243	001	Senior Clerk Typist	1426N	0.75	0.00	34,073	0	34,073
		Disapprove one requested new position in accordance with the Department's re-evaluated priorities.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: DBI - Department of Building Inspection

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1245	001	Chief Building Inspector Disapprove one requested new position in accordance with the Department's re-evaluated priorities.	6334N	0.75	0.00	$73,644	0	$73,644
1245	001	Attrition Savings Increase to offset the effect of the Department's upward substitution of one position, which has resulted in increased salary and fringe benefit costs made during previous years, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.		(9.45)	(9.65)	(617,991)	(631,172)	13,181
1236	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				1,710,973	1,674,316	36,657
1236	027	Professional & Specialized Services Reduce for non-specified items.				1,554,405	1,552,000	2,405
1236	060	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				368,056	363,056	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: DBI - Department of Building Inspection

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
247	060	Color Printer	BI009N	1.00	0.00	$5,000	0	$5,000
		Disapprove equipment not sufficiently justified.						
		Total Recommended Reductions						$481,437
		Total Recommended Reserves						0

DEPARTMENT: ECD - EMERGENCY COMMUNICATIONS DEPARTMENT

FINANCIAL DATA:

The Emergency Communication Department's proposed $31,103,705 budget for FY 2001-02 is $815,042 or 2.55 percent less than the original FY 2000-01 budget of $31,918,747. The net decrease from the revised FY 2000-01 budget is $815,043 or 2.55 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
911 PROJECT	$ 13,379,785	$ 13,379,785	$ 11,968,905	$ (1,410,880)
CITYWIDE RADIO SYSTEM	841,964	841,964	31,095	(810,869)
EMERGENCY COMMUNICATIONS	16,962,473	16,962,474	19,103,705	2,141,232
Total Operating Expenditures	$ 31,184,222	$ 31,184,223	$ 31,103,705	$ (80,517)
Capital Improvements & Fac. Maint.	$ 734,525	$ 734,525	$ -	$ (734,525)
Total Expenditures	$ 31,918,747	$ 31,918,748	$ 31,103,705	$ (815,042)
Less: Work Order Recoveries	(110,645)	(110,645)	(110,645)	-
Net Expenditures	$ 31,808,102	$ 31,808,103	$ 30,993,060	$ (815,042)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 161.03 FTEs, which is 3.72 FTEs less than the 164.75 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: **ECD - EMERGENCY COMMUNICATIONS DEPARTMENT (continued)**

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
911 PROJECT	4.00	4.00	-	(4.00)
CITYWIDE RADIO SYSTEM	3.88	3.88	-	(3.88)
EMERGENCY COMMUNICATIONS	156.87	156.87	161.03	4.16
Totals	164.75	164.75	161.03	(3.72)

DEPARTMENT REVENUES

Department revenues have increased by $3,580,154 or 22.98 percent and General Fund support has increased by $2,030,587 or 12 percent.

Special Assistant Positions Recommended for Reclassification
The following Special Assistant positions have been reclassified in the ECD proposed budget.

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1372	Special Asst XIII	$ 80,571	0922	Manager V	$ 83,781
Exempt	1	1374	Special Asst XV	93,281	0953	Deputy Director III	120,746
Provisional	1	1367	Special Asst VIII	56,402	1842	Management Asst	59,260
Provisional	1	1372	Special Asst XIII	80,571	2533	Emergency Medical Services Agency Specialist	82,975
Exempt	1	1372	Special Asst XIII	80,571	0922	Manager V	83,781
Exempt	1	1378	Special Asst XIX	124,053	0953	Deputy Director III	120,746
Exempt	1	1380	Special Asst XXI	140,862	0963	Department Head III	137,382
Exempt	1	1374	Special Asst XV	93,281	1071	Information Services Mgr	115,675
Provisional	1	1372	Special Asst XIII	80,571	1054	Principal Business Analyst	85,425
						Step Adjustments	(31,080)
Totals	9			$830,163			$ 858,691

Department: ECD - EMERGENCY COMMUNICATIONS DEPARTMENT (continued)

Special Assistant Positions Eliminated in the ECD proposed Budget.

The ECD's proposed FY 2001-02 budget has deleted two Special Assistant positions that were funded under the 911 Project program. Positions deleted are a 1375 Special Assistant XVI at an annual salary of $80,571 and a 1376 Special Assistant XVII at an annual salary of $107,976.

Remaining Special Assistant Positions

The following Special Assistant positions remain in the ECD proposed budget.

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	1	1369	Special Asst X	$ 65,160	Filled
Exempt	1	1374	Special Asst XV	93,281	Filled
Totals	2			$ 158,441	

DESCRIPTION

The overall decrease in the ECD budget of $815,042 is primarily due to a $734,525 reduction in Capital Improvements and Facilities Maintenance Projects.

911 Project expenditures for Professional and Special Services has decreased significantly by approximately $2.85 million. This decrease is largely offset by increased payments for Equipment Lease Financing related to the completion of the 911 Project.

Since becoming an operating department in FY 1999-00, ECD has experienced great difficulty in recruiting and hiring Communications Dispatcher positions. The FY 2000-01 budget includes $2,043,768 in attrition savings and the Mayor's proposed FY 2001-02 budget has increased ECD's attrition savings by $223,690 to $2,267,458.

Department: ECD - EMERGENCY COMMUNICATIONS DEPARTMENT

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
354		Permanent Salaries - Misc.				$9,433,284	$9,351,630	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following recommendations.						
301		Information Services Mgr.	1071	1	0	115,675	0	115,675
1362		Special Assistants XV	1374	(2)	(1)	(186,500)	(93,281)	(93,281)
		Disapprove the proposed upward reclassification of a 1374 Special Assistant XV to a 1071 Information Services Manager at an annual salary increase of $22.394. The Department has not obtained DHR approval for this proposed reclassification.						
361		Special Assistant VII	1367	(1)	0	(56,402)	0	(56,402)
362		Management Assistant	1842	1	0	59,260	0	59,260
		Disapprove the proposed reclassification of a vacant 1367 Special Assistant VIII to a 1842 Management Assistant. The Department has not obtained DHR approval and has not provided adequate justification for this reclassification.						

Department: ECD - EMERGENCY COMMUNICATIONS DEPARTMENT

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1361		Special Assistant VIII	1367	1	0	56,402	0	56,402
		Delete the vacant Special Assistant VIII position for which the Department has requested a reclassification without DHR approval.						
1354		Mandatory Fringe Benefits	13			2,449,035	2,431,071	17,964
		Total Recommended Reductions						**$99,618**

DEPARTMENT: ECN BUSINESS AND ECONOMIC DEVELOPMENT

FINANCIAL DATA:

The Department of Business & Economic Development's proposed $13,129,879 budget for FY 2001-02 is $6,465,851 or 33 percent less than the original FY 2000-01 budget of $19,595,730. The net decrease from the revised FY 2000-01 budget is $6,877,415 or 34.37 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ECONOMIC DEVELOPMENT	$ 3,066,278	$ 3,066,278	$ 2,446,870	$ (619,408)
FINANCE & LEGISLATIVE AFFAIRS	176,039	176,039	187,193	11,154
OFFICE OF SMALL BUSINESS AFFAIRS	588,936	588,936	620,707	31,771
SEISMIC SAFETY LOAN PROGRAM	382,394	382,394	394,054	11,660
TREASURE ISLAND	8,382,083	8,793,647	9,481,055	1,098,972
Total Operating Expenditures	$ 12,595,730	$ 13,007,294	$ 13,129,879	$ 534,149
Capital Improvements & Fac. Maint.	$ 7,000,000	$ 7,000,000	$ -	$ (7,000,000)
Total Expenditures	$ 19,595,730	$ 20,007,294	$ 13,129,879	$ (6,465,851)
Less: Work Order Recoveries	(3,971,910)	(3,971,910)	(3,841,813)	130,097
Net Expenditures	$ 15,623,820	$ 16,035,384	$ 9,288,066	$ (6,335,754)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 31.56 FTEs, which is 2.73 FTEs more than the 28.83 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: ECN BUSINESS AND ECONOMIC DEVELOPMENT (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ECONOMIC DEVELOPMENT	13.36	13.36	14.05	0.69
FINANCE & LEGISLATIVE AFFAIRS	2.00	2.00	2.00	-
OFFICE OF SMALL BUSINESS AFFAIRS	0.75	0.75	2.75	2.00
SEISMIC SAFETY LOAN PROGRAM	1.00	1.00	1.00	-
TREASURE ISLAND	11.72	11.72	11.76	0.04
Totals	28.83	28.83	31.56	2.73

Special Assistant Positions Recommended for Reclassification*

Exempt / Provisional	Count	Old Class	Title	Total Salary	New Class	Title	Total Salary
Economic	1	1370	Special Asst XI	$70,627	1923	Manager VI	$90,105
Development	2	1372	Special Asst XIII	161,141	0922	Manager V	167,562
	1	1374	Special Asst XV	93,281	0931	Manager VII	96,998
	1	1375	Special Asst XVI	100,329	0932	Manager VIII	104,327
	1	1375	Special Asst XVI	100,329	0932	Manager VIII (Work Order)	104,329
	1	1376	Special Asst XVII	107,976	0923	Manager VI	90,105
	1	1381	Special Asst XXII	151,615	0941	Manager X	120,746
	1	1381	Special Asst XXII	151,615	0943	Manager XII	146,475
GF Continuing Projects: 3Com Park	1	1376	Special Asst XVII	107,976	0933	Manager IX	112,278
General Fund Work Order**	1	1372	Special Asst XIII	80,571	0932	Manager VIII	104,326
Seismic Safety Loan Program	1	1373	Special Asst XIV	86,652	0923	Manger VI	90,105

Continued on next page

*All Special Assistant positions in the Department of Business and Economic Development are exempt.
**Note: one 1375 Special Assistant XVI position from Economic Development was transferred to General Fund Work Order Fund, as noted under Economic Development.

Department: ECN BUSINESS AND ECONOMIC DEVELOPMENT **(continued)**

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Total Salary	New Class	Title	Total Salary
Treasure	1	1366	Special Asst VII	52,435	0922	Manager V	83,781
Island	1	1368	Special Asst IX	60,708	0923	Manger VI	90,105
	3	1372	Special Asst XIII	241,712	0922	Manager V	251,343
	1	1374	Special Asst XV	93,281	0943	Manager VII	96,998
	1	1376	Special Asst XVII	107,976	0933	Manager IX	112,278
	1	1381	Special Asst XXII	151,615	0943	Manager XII	146,475
Office of Small	1	1366	Special Asst VII	52,435	1365	Sp. Asst VI	48,729
Business Affairs	1	1374	Special Asst XV	93,281	0931	Manager VII	96,998
Finance &			Special Asst VIII				
Legislative Affairs	1	1367	(vacant)	56,402	1368	Sp Asst IX	60,709
	1	1376	Special Asst XVII	107,976	0933	Manager IX	112,278
Totals	24			$1,433,231			$2,327,050***

***Total increase in salaries is $97,117.

Remaining Special Asssistant Positions

Program	Count	Class	Title	Total Salary	Filled / Vacant
Economic					
Development	1	1365	Special Asst VI	$48,729	Filled
	1	1367	Special Asst VIII	56,402	Filled
	1	1369	Special Asst X	65,615	Filled
	1	1371	Special Asst XII	79,951	Filled
3Com Project	1	1365	Special Asst VI	48,729	Filled
Treasure Island	2	1363	Special Asst IV	84,668	Filled
	1	1367	Special Asst VIII	56,402	Filled
	1	1369	Special Asst X	65,615	Filled
Office of Small					
Business Dev't	1	1368	Special Asst IX	45,531	New
	1	1374	Special Asst XV	93,281	Filled
Totals	11			$644,923	

DEPARTMENT REVENUES

Department revenues have decreased by $5,798,117 or 46.75 percent and General Fund support has decreased by $537,637 or 16.7 percent. This reduction is largely the result of the removal of a $7,000,000 grant from the State Transportation Committee, which was misappropriated to the Business and Economic Development Department in FY 2000-01. This $7,000,000 grant is for street improvements on Ocean Avenue, which is a MUNI capital project and the grant funds have now been transferred to MUNI's budget. If the $7,000,000 is not included in the Business and Economic Development Department, revenues increase by $1,201,883 in FY 2001-02. This increase is largely due

Department: ECN BUSINESS AND ECONOMIC DEVELOPMENT **(continued)**

to the projected $1,390,223 increase in revenues from property rentals on Treasure Island. Treasure Island is projected to receive revenues from the City's General Fund from the Police Department ($1.1 million), Fire Department ($1.8 million) and Sheriff's Department ($260,871) leases for the use of Treasure Island facilities, which will total approximately $3,160,871 in FY 2001-02.

DESCRIPTION

If the $7,000,000 MUNI grant discussed above is not included in the budget, the Department's expenditures are actually increasing by $534,149. The Treasure Island budget is increasing by $1,098,972, largely due to increased expenses associated with the upkeep of the City's rental property and an increase of $782,115 in the Services of Other Departments, which corresponds to increases for the Fire Department suppression services provided to Treasure Island. As noted above, Treasure Island will receive a total of approximately $3,160,871 of revenues from the City's General Fund for leasing property to the Police, Fire and Sheriff Departments. Offsetting this increase, Economic Development Division expenditures are decreasing by $619,408, largely due to a $475,000 reduction in City Grant Programs.

The Office of Small Business Affairs, which was established in 1999, is proposing to increase its budget by $31,771. This increase is the result of the addition of 2.0 FTE positions – one new 1368 Special Assistant IX and one 1366 Special Assistant VII, which is to be transferred from the Economic Development Division of the Business and Economic Development Department to the Office of Small Business Affairs of the Business and Economic Development Department. The actual $151,771 increase in the Office of Small Business Affairs salary and fringe benefit costs are nearly offset by $120,000 in decreasing non-personnel expenditures.

Department: ECN - Business and Economic Development

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
3K5		Economic Development						
375	001	Permanent Salaries - Misc				$981,426	$934,011	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
384		Attrition Savings - Misc	9993M			(77,585)	(125,000)	$47,415
		Increase Attrition Savings - Misc to reflect current projected expenditure rates in FY 2000-01. However, to be conservative, we have provided 50 percent more funds than we estimate will be needed. Current year projections indicate that the Department will have surplus salary funds of approximately $250,000.The recommended increase in Attrition Savings - Misc to $125,000 will therefore only delete 50 percent of this surplus.						
375	013	Mandatory Fringe Benefits				212,543	202,112	10,431
		Corresponds to the reduction in Attrition Savings - Misc.						
375	025	Entertainment and Promotion				65,000	65,000	-
		Approval of the requested $65,000 for Entertainment and Promotion, to all be used for the International Film Financing Conference (IFFCON), to be held in San Francisco, is a policy matter for the Board of Supervisors. The Department indicates that these funds are intended to promote economic activity from the film industry in San Francisco. Current year funding for Entertainment and Promotion is at the same $65,000 level. To date, although no funds appear to have been expended from this account, the Department indicates that these funds were fully expended in August of 2000, under another line item, for expenditures related to IFFCON.						
3K6		Treasure Island						

Department: ECN - Business and Economic Development

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1378	001	Permanent Salaries - Misc				911,028	753,141	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
1387		Special Assistant VII	1366S	0.0	1.0	0	52,435	(52,43
		Manager V	0922S	1.0	0.0	83,781	0	83,7
		Reverse requested upward substitution, which has not been fully justified. Furthermore, as reflected above, the proposed upward substitution would result in an annual salary increase of 59.8 percent, or $31,346, not including fringe benefits, for this one position.						
1387		Special Assistant IX	1368S	0.0	1.0	0	60,709	(60,7(
		Manager VI	0923S	1.0	0.0	90,105	0	90,1(
		Reverse requested upward substitution, which has not been fully justified. Furthermore, as reflected above, the proposed upward substitution would result in an annual salary increase of 48.4 percent, or $29,396, not including fringe benefits, for this one position.						

Department: ECN - Business and Economic Development

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
387		Attrition Savings - Misc	9993M			(18,717)	(115,862)	97,145
		Increase Attrition Savings - Misc to reflect that five upward substitutions of Special Assistant classifications occurred over the past three years, without reflecting such changes in prior year budgets. These upward substitutions resulted in new position classifications at increased salary and fringe benefit costs. The Department did not request or receive position or budgetary approval from the Board of Supervisors in FY 1999-2000 or FY 2000-01 for these upward substitutions. This recommendation would offset the effect of these five upward substitutions for a one year period.						
378	013	Mandatory Fringe Benefits				208,872	177,295	31,577
		Corresponds to the reduction in Permanent Salaries - Misc.						
378	025	Entertainment and Promotion				85,820	18,153	67,667
		Reduce requested Entertainment and Promotion budget to reflect projected actual expenditures for FY 2000-01, adjusted by a cost of living factor. The Department advises that this account is used for activities related to Special Events, such as the Department's costs (ie. painting of facilities, extra garbage clean-up) to accommodate outside contractor's film shoots and additional landscaping and monitoring costs for other events on Treasure Island. The Budget Analyst additionally observes that the Department's explanation for the expenditures in this account do not appear to represent Entertainment and Promotion.						
378	035	Other Current Expenses				176,620	95,000	81,620
		Reduce to reflect actual need of Department for Other Current Expenses.						

Department: ECN - Business and Economic Development

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
BK7		Office of Small Business Affairs						
1381	001	Permanent Salaries				190,531	190,531	*
		* The recommended reduction in Permanent Salaries is the total of the following specific recommendations regarding individual classifications.						
1389		Special Assistant VII	1366R	1.0	1.0	52,435	52,435	-
		Special Assistant IX	1368N	0.75	0.75	45,531	45,531	-

The FY 2000-01 budget for the Office of Small Business Affairs currently includes one Special Assistant XV. The proposed FY 2001-02 would (1) reclassify the one Special Assistant XV ($93,281 annual salary) to a 0931 Manager VII ($96,998 annual salary) , (2) transfer one Special Assistant VII ($52,435 annual salary) position from the Economic Development Division to the Office of Small Business Affairs, and (3) add one (0.75 FTE) new Special Assistant IX ($60,708 annual salary) position. Therefore, the proposed budget reflects an increase of 1.75 FTEs from one permanent FTE to 2.75 permanent FTE positions, that would be annualized to three permanent FTE positions in future years. Approval of the one new permanent 1368 Special Assistant IX position and the transfer of one permanent 1366 Special Assistant VII position, is a policy matter for the Board of Supervisors because the proposed changes would, in effect, triple the size of the staff in the Office of Small Business Affairs at an estimated annualized cost of $112,911, not including fringe benefits.

Department: ECN - Business and Economic Development

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
381	035	Other Current Expenses				380,000	360,000	20,000
		Reduce Other Current Expenses to reflect that actual expenditures are estimated to be $340,000 for the current fiscal year. These funds are used for programs that assist and encourage small business development in San Francisco. The Department agrees with the proposed recommendation, which will still allow a $20,000 increase from projected actual expenditures in FY 2000-01. The Department expects to use the additional $20,000 in funds for additional programming in FY 2001-02.					
		Total Recommended Reductions						$416,597

DEPARTMENT: HHP HETCH HETCHY

FINANCIAL DATA:

Hetch Hetchy's proposed $137,387,211 budget for FY 2001-02 is $18,721,629 or 15.78 percent more than the original FY 2000-01 budget of $118,665,582. The net increase from the revised FY 2000-01 budget is $15,752,118 or 12.95 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
HETCH HETCHY CAPITAL PROJECTS	$ -	$ 3,381,102	$ -	$ -
WATER CAPITAL PROJECTS	-	-	-	-
WATER SUPPLY & POWER OPERATIONS	99,505,582	102,456,582	99,232,211	(273,371)
Total Operating Expenditures	$ 99,505,582	$ 105,837,684	$ 99,232,211	$ (273,371)
Capital Improvements & Fac. Maint.	$ 19,160,000	$ 15,797,409	$ 38,155,000	$ 18,995,000
Total Expenditures	$ 118,665,582	$ 121,635,093	$ 137,387,211	$ 18,721,629
Less: Work Order Recoveries	(222,298)	(3,173,298)	(650,124)	(427,826)
Net Expenditures	$ 118,443,284	$ 118,461,795	$ 136,737,087	$ 18,293,803

Department: HHP HETCH HETCHY (continued)

Major expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries	$10,450,975	$11,803,924	$1,352,949
Professional & Specialized Services	2,909,090	2,160,000	(749,090)
Purchase of Power for Resale	35,271,210	63,300,000	28,028,790
Capital Improvements	19,160,000	38,155,000	18,995,000
Transfer to the General Fund	29,850,000	0	(29,850,000)
Total	$97,641,275	$115,418,924	$17,777,649

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 190.08 FTEs, which is 11.47 FTEs more than the 178.61 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
WATER SUPPLY & POWER OPERATIONS	178.61	178.61	190.08	11.47
Totals	178.61	178.61	190.08	11.47

There are no new positions requested by Hetch Hetchy for FY 2001-02.

There are no special assistant positions in Hetch Hetchy.

Hetch Hetchy's Permanent Salaries are increasing by $1,352,949 or 12.9 percent, from $10,450,975 in FY 2000-01 to $11,803,924 in FY 2001-02. This increase is due to: (a) 7 off-budget positions being converted to the operating budget, (b) 3.5 positions being annualized, (c) a net of 5 positions transfers from other departments, and (d) 3 position deletions by the Public Utilities Commission.

Department: **HHP HETCH HETCHY (continued)**

DEPARTMENT REVENUES

Department revenues have increased by $38,076,810 or 32.18 percent.

Major changes in Department Revenue are as follows:

	FY 2000-01	FY 2001-02	Change
Interest Earned	$2,000,000	$2,500,000	$500,000
Sale of Electricity	89,935,000	115,738,094	25,803,094
Revenue Transfer	19,160,000	38,155,000	18,995,000
Beginning Fund Balance	7,221,284	0	(7,221,284)
Total	$118,316,284	$156,393,094	$38,076,810

DESCRIPTION

1. The Hetch Hetchy revenue transfer to the General Fund has been eliminated from the Mayor's FY 2001-02 Budget. The revenue transfer was budgeted at $29,850,000 in the FY 2000-01 Budget. According to the Department, this action has been taken because of the increased cost of purchasing electric power for resale. Also, budgeted expenditures for capital projects have been increased by $18,995,000, including $15 million for a "Mayor's Energy Conservation Account." The Mayor's Energy Conservation Account (MECA) consists of the following high-priority capital projects designed to conserve energy:

Project	Estimated Cost	Hetch Hetchy Estimated Annual Savings (Electricity & Gas)
Traffic Lights (Incandescent to LED)	$6,000,000	$700,000
DPH Health Centers (HVAC and Lighting Projects)	987,027	195,256
San Francisco General Hospital (Cogeneration System)	4,250,000	3,150,000
San Francisco General Hospital (HVAC System)	3,687,973	1,117,500
Harry Tracy Water Treatment Plant (Variable Frequency Drives[1])	75,000	7,321
Total	$15,000,000	$5,170,077

[1] A Variable Frequency Drive is a control system for adjusting the speed of electric water pumps based on need, thereby conserving energy.

Department: HHP HETCH HETCHY (continued)

2. Hetch Hetchy's total budget for FY 2001-02 has increased by $18,721,629, from $118,665,582 in FY 2000-01 to $137,387,211 in FY 2001-02. However, the FY 2000-01 total includes the $29,850,000 transfer to the General Fund. Excluding this transfer, the Department's budget has increased by $48,571,629, from $88,815,582 in FY 2000-01 to $137,387,211 in FY 2001-02. As shown on the Expenditure Table on the previous page, this increase results primarily from an increase of $28,028,790 in Power for Resale, and an increase $18,995,000 in capital improvements.

COMMENTS

1. In the FY 2000-01 Budget, Hetch Hetchy requested and received a variety of resources, including six new positions and the conversion of eight off-budget positions to operating budget positions, to create a new Energy Services Program in order to address changes in the electrical power industry since deregulation began in 1998. According to Ms. Laurie Park of Hetch Hetchy, the objective of the new Energy Services Program is for Hetch Hetchy to begin regaining lost revenues from the sale of Hetch Hetchy's hydroelectric power. Ms. Park stated that the new Energy Services Program will enable Hetch Hetchy to become more effective and aggressive in selling hydroelectric power to new and existing retail customers and providing new retail products and services, such as energy efficiency consulting and emergency response services for high-voltage electrical equipment. Hetch Hetchy projected that the new Energy Services Program would increase the Department's net revenues by an estimated $717,797 in FY 2000-01, by an estimated $1,730,000 in FY 2001-02, by an estimated $3,355,000 in FY 2002-03, and an estimated $4,355,000 in FY 2003-04. In addition, the proposed Energy Services Program was to allow Hetch Hetchy to expand its City energy conservation programs, which Hetch Hetchy anticipated would save the City an estimated $2.4 million in FY 2000-01 and an estimated $4 million a year from FY 2001-02 through FY 2003-04.

2. The Budget Analyst recommended approval of the Proposed Energy Services Program, given that Hetch Hetchy estimated that the additional costs of creating the new Energy Services Program would be $1,007,820 for FY 2000-01, and that new Energy Services Program is projected to: (1) increase the Department's revenues by $717,797 in FY 2000-01, and continue increasing up to $4,355,000 in FY 2003-04, and (2) reduce City energy costs by $2.4 million in FY 2000-01, and continue reducing City energy costs by an estimated $4 million a year from FY 2001-02 through FY 2003-04.

3. The Budget Analyst also recommended that Hetch Hetchy provide a progress report on the new Energy Services Program to the Board of Supervisors at the end of FY 2000-01 and that the "progress report should include detailed explanations of all improvements in Hetch Hetchy's electricity-related services and all revenues generated by the new Energy Services Program."

4. The Budget Analyst requested the subject progress report from Hetch Hetchy and was informed that the report would be ready by close of business on Wednesday, June 13, 2001. However, as of the writing of this report on June 19, 2001, we have not received the subject progress report and Hetch

Department: **HHP HETCH HETCHY (continued)**

Hetchy has not provided us with a comparison of actual increased revenue and reduced energy costs in FY 2000-01, compared with estimates as shown above.

5. In May 2001, the City entered into a contract with Calpine Corporation to purchase 50 megawatts of electricity 24 hours a day for five years, beginning July 1, 2001. The total contract amount is $173.5 million for 2.19 million megawatt hours, an average price of $79.225 per megawatt hour. According to the Department, this five-year purchase of power has two significant benefits to Hetch Hetchy and the City: (1) the fixed price will reduce Hetch Hetchy's exposure to fluctuations in the volatile short-term "spot" market, and (2) the purchase will also serve as a hedge against drought. At the time at which the contract was executed, Hetch Hetchy staff estimated the first year economic benefit to the City at approximately $37 million. The Budget Analyst will provide the Finance Committee with current megawatt hour costs at the budget hearing of June 21, 2001.

6. The Mayor's budget provides an increase of $18,721,629. Our recommended reductions, which total $1,676,150, would still allow an increase of $17,045,479 or 14.36% in the Department's budget.

epartment: HHP - Hetch Hetchy Project

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
HY Operations								
399	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				$11,803,924	$10,587,122	*
433	001	Manager VIII To deny an upward substitution request from an 1888 Resource Efficiency & Energy Conservation position at a cost of $29,601 annually, at the top step.	0932S	1.0	0.0	104,326	0	$104,326
433	001	Watershed Forester To delete a substitution request involving a Limited Tenure position that was approved in FY 2000-01 for the Energy Services initiative.	3486L	1.0	0.0	70,470	0	70,470
433	001	Program Manager II To deny a position substitution not sufficiently justified.	5133S	1.0	0.0	106,149	0	106,149
433	001	Water Operations Analyst To delete a position substitution not suficiently justified.	5148S	1.0	0.0	88,368	0	88,368

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: HHP - Hetch Hetchy Project

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
135	001	Utility Specialist	5602S	11.0	8.0	$944,273	$686,744	$257,529
		To deny the conversion of three off-budget positions to operating budget positions. These positions were previously financed with bond fund monies and will continue to be financed with bond fund monies.						
133	001	Associate Engineer	5207S	4.0	3.0	296,600	222,450	74,150
134	001	Utility Analyst	5601S	1.0	0.0	56,691	0	56,691
135	001	Utility Specialist	5602S	8.0	4.0	686,744	343,372	343,372
		To deny conversion of six off-budget positions to operating budget positions. These positions were previously financed with bond fund monies and will continue to be financed with bond fund monies.						
137	001	Watershed Keeper	7470S	1.0	0.0	51,697	0	51,697
		To delete a position substitution request from a 1446, Secretary II position, not sufficiently justified.						
137	001	Stationary Engineer	7372S	1.0	0.0	64,050	0	64,050
		To delete a position substitution request from a 5620, Regulatory Specialist position, not sufficiently justified.						
399	013	Mandatory Fringe Benefits				3,531,083	3,268,515	262,568
		Corresponds to reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: HHP - Hetch Hetchy Project

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
1399	021	Travel				$63,348	$45,000	$18,34
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.						
1399	022	Training				107,464	80,000	27,46
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.						
1399	033	Power for Resale				63,300,000	63,300,000 *	
		* Reserve $25,000,000 pending actual pricing of electricity and a report to the Board of Supervisors concerning the outlook for Purchase of Power.						
1400	049	Other Materials & Supplies				400,968	350,000	50,96
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: HHP - Hetch Hetchy Project

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
400	060	Equipment Purchase				$549,183	$449,183	*
		* The recommended reduction in equipment is the total of the following specific recommendations.						
439	060	Equipment Not Detailed	06000			0	(100,000)	$100,000
		To reduce the equipment budget to the minimum essential for effective operations.						
		Total Recommended Reductions						**$1,676,150**
		Total Recommended Reserves						**$25,000,000**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: LHP LIGHT, HEAT AND POWER

FINANCIAL DATA:

The Light, Heat & Power Department's proposed $94,021,576 budget for FY 2001-02 is $34,859,251 or 58.92 percent more than the original FY 2000-01 budget of $59,162,325. The net increase from the revised FY 2000-01 budget is $34,813,268 or 58.80 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
UTILITY SERVICES	$ 59,162,325	$ 59,208,308	$ 94,021,576	$ 34,859,251
Total Expenditures	$ 59,162,325	$ 59,208,308	$ 94,021,576	$ 34,859,251
Less: Work Order Recoveries	(55,824,936)	(55,824,936)	(91,333,988)	(35,509,052)
Net Expenditures	$ 3,337,389	$ 3,383,372	$ 2,687,588	$ (649,801)

Below are the General Fund expenditures administered by Light, Heat & Power:

General Fund Expenditures for Light, Heat and Power	2000-01 Budget	2001-02 Request	Change
PG&E Street Light Maintenance	$1,255,929	$1,245,929	($10,000)
Maintenance of City-Owned Streetlights	677,154	627,124	(50,030)
Materials and Supplies for Maintenance	148,537	177,670	29,133
Cal Trans Street Lighting Maintenance	24,300	24,300	0
Administrative Costs	1,231,469	612,565	(618,904)
Subtotal Operating Budget	$3,337,389	$2,687,588	($649,801)

Department: LHP LIGHT, HEAT AND POWER (continued)

Major expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries	$455,172	$392,687	($62,485)
Buildings & Construction Supplies	148,537	177,670	29,133
Power for Resale	55,824,936	91,333,988	35,509,052
Other Current Expenses	479,501	2,287	(477, 214)
Services of Other Departments	794.166	685.654	(108.512)
Total	$57,702,312	$92,592,286	$34,889,974

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 6.80 FTEs, which is 1.01 FTEs less than the 7.81 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
UTILITY SERVICES	7.81	7.81	6.80	(1.01)
Totals	7.81	7.81	6.80	(1.01)

DEPARTMENT REVENUES

Light, Heat and Power does not generate its own revenues. However, expenditure recovery from other City Departments for the consumption of gas and electricity will increase by $35,509,052 or 63.6 percent, from $55,824,936 in FY 2000-01 to $91,333,988 in FY 2001-02. General Fund support for Light, Heat, and Power budgeted for FY 2001-02 is $2,687,588, which is $649,801, or 19.5 percent, less than the $3,337,389 in the original FY 2000-01 budget.

Department: **LHP LIGHT, HEAT AND POWER (continued)**

DESCRIPTION

1. The Bureau of Light, Heating and Power is responsible for all aspects of City street lighting and for billing the various City agencies for electricity, purchased natural gas, and purchased steam. The Bureau operates administratively under Hetch Hetchy Water and Power. The goals of the Bureau are to compute electric, steam, and gas bills for all City agencies, to compute all street lighting charges, and to provide and maintain adequate and energy-efficient lighting on City streets.

2. The Bureau of Light, Heat and Power reports that they have reviewed the amounts budgeted by the City departments for light, heat and power in the FY 2001-02 budget, and that the correct amounts have been budgeted.

3. All of the total increase of $34,859,251 in Department expenditures for FY 2001-02 results from Power for Resale, which increased from the FY 2000-01 budget due to the increased cost of gas and electricity.

4. General Fund expenditures for Light, Heat and Power are decreasing by $649,801 primarily because one-time costs of electrical hook-ups at City Hall ($477,214) are eliminated, the transfer of one position to Hetch Hetchy ($83,840), and reductions in services of Other Departments ($76,578).

5. Light, Heat and Power has no Special Assistant positions in its FY 2001-02 budget.

COMMENT

The Mayor's budget provides an increase of $34,859,251. Our recommended reductions, which total $17,670, would still allow an increase of $34,841,581 or 58.9% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: LHP - Light, Heat and Power

Page No.	Object		Position/ Equip-ment	Number From	Number To	Amount From	Amount To	Savings
1443	042	Building & Construction Supplies				$177,670	$160,000	$17,670
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
		Total Recommended Reductions						**$17,670**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: PAB BOARD OF APPEALS

FINANCIAL DATA:

The Board of Appeals proposed $431,406 budget for FY 2001-02 is $64,850 or 17.69 percent more than the original FY 2000-01 budget of $366,556. The net decrease from the revised FY 2000-01 budget is $8,514 or 1.94 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
APPEALS PROCESSING	$ 366,556	$ 439,920	$ 431,406	$ 64,850
Total Expenditures	$ 366,556	$ 439,920	$ 431,406	$ 64,850

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 4.38 FTEs, which is .05 FTE more than the 4.33 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
	4.33	5.14	4.38	0.05
Totals	4.33	5.14	4.38	0.05

Department: **PAB BOARD OF APPEALS (continued)**

DEPARTMENT REVENUES

General Fund support has increased by $64,850 or 20.40 percent.

DESCRIPTION

The Board of Appeals proposes increasing Permanent Salaries and Mandatory Fringe Benefits by $25,037 for FY 2001-02 to fund the expense of step increases and upward substitutions for existing positions. The proposed FY 2001-02 budget also includes (a) an increase of $19,543 for Materials & Supplies, and (b) an increase of $12,694 for Equipment Purchase.

COMMENT

The Mayor's budget provides an increase of $64,850. Our recommended reductions, which total $15,394, would still allow an increase of $49,456 or 13.49 percent in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: PAB - Board of Appeals

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1449	040	Materials & Supplies				$22,043	$19,343	$2,700
		Reduce Materials & Supplies by $2,700. The recommended reduction of $2,700 would still result in an increase of $16,843 over the current FY budget. Our recommended amount of $19,343 will allow the Department to acquire four new computers and twelve new file cabinets.						
1449	060	Equipment Purchase				12,694	0	12,694
		Reduce Equipment Purchase to eliminate 2 workstations for a total of $12,694. The Board of Appeals has already purchased the necessary workstations during FY 2000-01 and no longer needs any funds for Equipment Purchase.						
		Total Recommended Reductions						$15,39

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: PRT PORT

FINANCIAL DATA:

The Port's proposed $89,121,635 budget for FY 2001-02 is $38,076,476 or 74.59 percent more than the original FY 2000-01 budget of $51,045,159. The net increase from the revised FY 2000-01 budget is $33,899,637 or 61.39 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
PORT - FACILITIES & OPERATIONS	$ 14,452,821	$ 25,233,942	$ 15,163,549	$ 710,728
PORT - FINANCE & ADMINISTRATION	19,587,630	19,587,630	29,399,483	9,811,853
PORT - MARITIME	1,476,189	1,476,189	1,577,187	100,998
PORT - PLANNING & DEVELOPMENT	1,970,047	1,970,047	2,008,045	37,998
PORT - REAL ESTATE & ASSET MANAGEMENT	5,488,820	5,488,820	8,011,029	2,522,209
Total Operating Expenditures	$ 42,975,507	$ 53,756,628	$ 56,159,293	$ 13,183,786
Capital Improvements & Fac. Maint.	$ 8,069,652	$ 1,465,370	$ 32,962,342	$ 24,892,690
Total Expenditures	$ 51,045,159	$ 55,221,998	$ 89,121,635	$ 38,076,476
Less: Work Order Recoveries	(13,500)	(99,500)	(13,500)	-
Net Expenditures	$ 51,031,659	$ 55,122,498	$ 89,108,135	$ 38,076,476

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 242.38 FTEs, which is 14.26 FTEs more than the 228.12 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: PRT PORT (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
PORT - FACILITIES & OPERATIONS	133.78	133.78	136.89	3.11
PORT - FINANCE & ADMINISTRATION	46.44	46.44	56.62	10.18
PORT - MARITIME	10.79	10.79	12.25	1.46
PORT - PLANNING & DEVELOPMENT	16.37	16.37	15.86	(0.51)
PORT - REAL ESTATE & ASSET MANAGEMENT	20.74	20.74	20.76	0.02
Totals	228.12	228.12	242.38	14.26

The Port's budget contains a total of 14 new positions (10.5 FTE) for FY 2001-02, as shown below. A summary of the salary cost associated with the proposed new positions is as follows.

Class	Title	Existing Positions	2001-02	Salary 2001-02	FTE Annualized	Salary Annualized
Facilities and Operations						
5207	Associate Engineer	2.0	0.75	$55,613	1.0	$74,151
5241	Engineer	4.0	1.50	128,764	2.0	171,685
5266	Architectural Associate I	0.0	0.75	55,613	1.0	74,151
7205	Chief Stationary Engineer	0.0	0.75	54,796	1.0	73,061
7263	Maintenance Manager	0.0	0.75	61,191	1.0	81,588
7334	Stationary Engineer	2.0	0.75	43,580	1.0	58,107
7344	Carpenter	3.0	0.75	47,080	1.0	62,773
7395	Ornamental Iron Worker	4.0	0.75	44,964	1.0	59,952
7514	General Laborer	13.0	0.75	33,911	1.0	45,215
Subtotal Facilities and Operations		28.0	7.50	$525,432	10.0	$700,683
Maritime						
1426	Senior Clerk Typist	4.0	0.75	34,073	1.0	45,431
3232	Marina Assistant Manager	0.0	0.75	34,154	1.0	45,539
Subtotal Cargo Revenue		4.0	1.50	$68,227	2.0	$90,970
Finance and Administration						
1823	Senior Administrative Analyst	0.0	0.75	52,187	1.0	69,583
5620	Regulatory Specialist	0.0	0.75	49,936	1.0	66,581
Subtotal Finance and Administration		0.0	1.50	$102,123	2.0	$136,164
Total		32.0	10.5	$695,782	14.0	$927,817

Department: PRT PORT (continued)

The Budget Analyst is recommending approval of 12 of the 14 new positions. We are recommending approval of the two Maritime positions due to the expansion of new Port maritime facilities including the new China Basin Ferry Terminal at Pac Bell Park, the Hyde Street Harbor, and expanded ferry services at the Downtown Ferry terminal. We are recommending approval of the ten Facilities & Operations positions in order for the Port to address its significant backlog of deferred maintenance needs, continuing maintenance needs, and to develop a preventive maintenance system in conjunction with a new maintenance software system the Port plans to install in the next few months. According to Mr. Ben Kutnick of the Port, the Port's backlog of deferred maintenance has not been quantified, but is believed to be in excess of $100 million. We are recommending that the two new positions requested for Finance and Administration not be approved. In addition, we are recommending that one Assistant Rental Manager position that has been vacant since April of 2000 be deleted.

The Port is proposing to reclassify the following two Special Assistant positions:

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1.00	1375	Special Assistant XVI	$100,328	9377	Feasibility Analyst	$68,904
Exempt	1.00	1376	Special Assistant XVII	107,976	5283	Planner V	98,371
Total	2.00			$208,304			$167,275

Major changes in the Port's budget are as follows:

Expenditure	FY 2000-01 BUDGET	FY 2001-02 Budget	Increase/ (Decrease)
Permanent Salaries – Misc.	$14,984,325	$16,329,714	$1,345,389
Rents & Leases – Bldgs. & Structures	0	2,558,600	2,558,600
Rents & Leases – Equipment	542,870	102,287	(440,583)
Buildings, Structures & Improvements	7,570,252	32,872,342	25,302,090
Debt Service	9,089,466	15,707,546	6,618,080
Services of Other Departments	5,203,212	7,263,914	2,060,702
Total	$37,390,125	$80,834,403	$37,444,278

Department: **PRT PORT (continued)**

DEPARTMENT REVENUES

Department revenues have increased by $38,076,476 or 74.59 percent, from $51,045,159 in FY 2000-01 to $89,121,635 in FY 2001-02. Major revenue changes are as follows:

Revenue Source	FY 2000-01 Budget	FY 2001-02 Budget	Increase
Rent Parking	$4,389,000	$4,650,000	$261,000
Permits	200,000	775,000	575,000
Percentage Rentals	11,027,000	11,745,000	718,000
Commercial Rentals	16,867,000	19,333,000	2,466,000
Fund Balance	6,668,247	40,098,735	33,430,488
Total	$39,151,247	$76,604,735	$37,453,488

The Port's Fund Balance sum of $40,098,735 includes projected income from Muni in the amount of $25.7 million for the 17 acre parcel at the Western Pacific Site adjacent to Pier 80, at the foot of Ceasar Chavez Street, which will be used by Muni as a maintenance and storage yard, and $4 million from the State Transportation Improvement Program for the Illinois Street Bridge Project. The Illinois Street Bridge will provide direct rail and truck connections between Pier 80 and Pier 94-96 and will maintain rail service to the Port's marine terminals, which will be eliminated by the Mission Bay Project.

DESCRIPTION

1. The Board of Supervisors approved a 50-year lease between AMB Property Corporation and the Port of San Francisco for the development of Pier 1 as a maritime office project in April of 1999, with AMB as the lessee and the Port as the lessor. Under the terms of the ground lease, the rent payment will be adjusted in September of 2001 when the construction of Pier 1 is complete based on total construction costs and historic tax credits. According to Ms. Stephanie Downs of the Port, in FY 2001-02, the Port anticipates it will receive from AMB monthly rent in the amount of $112,664, or $1,351,968 annually, including the adjustment for construction costs and historic tax credits.

   The subject lease included a sublease for a portion of Pier 1, with AMB as the sublessor and the Port as the sublessee, to provide office space for the Port. During FY 2001-02, the Port will pay to AMB $153,052 per month in rent, for a total annual rent of $1,836,624. In addition to rent, the Port is amortizing tenant improvements over 15 years with a monthly payment of $13,305.91, or annual payment of $159,671. The total amount paid to AMB by the Port in FY 2001-02 will total approximately $1,996,295.

Department: PRT PORT (continued)

2. The Port has included $32,000 in its FY 2001-02 budget for ten season tickets, which is the same amount that the Port budgeted for the ten tickets in its FY 2000-01 budget. However, according to Mr. Ben Kutnick, Financial Director of the Port, the cost for the ten tickets in FY 2001-02 will be approximately $35,000. The additional $3,000 will be taken from the Entertainment and Promotions budget according to Mr. Kutnick. Except for the aforementioned ten season tickets, the Port had no specific authorization in its FY 2000-01 budget to pay for expenses related to the Giants baseball games and had no specific authorization from the Board of Supervisors to purchase a luxury box suite at Pacific Bell Park. However, on March 16, 2001, a Luxury Suite License Agreement was executed between the Port and the China Basin Ballpark Company (the San Francisco Giants). The Port paid $186,950 under a three-year commitment to the China Basin Ballpark Company, including $120,000 to acquire the Luxury Suite and $66,950 to purchase the 12 season tickets and four guest passes that accompany the Luxury Suite for the 2001 baseball season. The Port charged the $186,950 to the Port's FY 2000-01 budget for Entertainment and Promotion and other budget accounts. According to Mr. Ben Kutnick, it was the Port Commission's intention to share the Luxury Suite with the Mayor's Office for business development purposes. However, the Mayor's Office subsequently informed the Port that they would not be using the suite. As a result, the Port decided to sell the Luxury Suite.

   The China Basin Ballpark Company has offered to assist the Port in selling the Luxury Suite tickets on a game-by-game basis until the China Basin Ballpark Company and/or the Port can find a permanent buyer for the Luxury Suite and its accompanying 12 season tickets and four guest passes. The China Basin Ballpark Company makes monthly payments to the Port based on $797.02 for each home baseball game or a total of $66,950 ($797.02 x 84 = $66,905) to be paid to the China Basin Ballpark Company for the 12 season tickets and four guest passes based on 84 home Giants games, regardless of whether the Luxury Suite is sold for the full value to other users for that particular home game, until a buyer is found to purchase the $120,000 Luxury Suite and the accompanying 12 season tickets and four guest passes. To date, the Port has received $14,346.36 from the China Basin Ballpark Company for the 18 Giants home games in April and anticipates receiving by the end of June 2001 an additional $11,158.28 for the 14 Giants home games in May. According to Mr. Kutnick, the Port anticipates that the Luxury Suite will be sold for the full $120,000 cost that the Port incurred for the Luxury Suite. However, the Budget Analyst notes that there are no assurances that such a sale will be made. The future buyer of the Luxury Suite and the 12 season tickets and four guest passes would relieve the Port of any future year ticket commitments related to the Luxury Suite. As of the writing of this report, neither the Port nor the China Basin Ballpark Company has identified a buyer since April of 2001 to purchase the Port's Luxury Suite and the accompanying 12 season tickets and four guest passes.

   As noted above, in addition to the subject Luxury Suite and its accompanying 12 tickets and four guest passes which were not included in the Port's FY 2000-01 budget, the Port's FY 2000-01 budget did include $32,000 for ten season tickets not located in the Luxury Suite. The request for the ten season tickets was the one request that accompanied the FY 2000-01 budget explanation

Department: **PRT PORT (continued)**

regarding baseball tickets. As previously stated, the Port has again included $32,000 in its FY 2001-02 budget for ten season tickets but the estimated cost is $35,000.

3. The Port reports that its outstanding debt as of July 1, 2001, will be $40,795,000. According to Mr. Kutnick, the Department intends to retire its revenue bonds in the amount of $34,095,000 by July of 2009, retire its General Obligation bonds in the amount of $3,200,000 by June of 2005, and retire its Hyde Street Harbor Loan in the amount of $3,500,000 by 2028.

4. Officially opened in June of 2001, the Hyde Street Fishing Harbor was designed to revitalize commercial fishing at Fisherman's Wharf. The Hyde Street Fishing Harbor includes a new 62-berth marina at Hyde Street Harbor, an accessible gangway, floating walkways, new bathrooms, storage facilities, and waste disposal facilities.

COMMENT

The Mayor's budget provides an increase of $38,076,476. Our recommended reductions, which total $672,694 would still allow an increase of $37,403,782 or 73.3% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: PRT Port

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Finance and Administration - BKO								
1465	001	Permanent Salaries - Misc.				$3,972,164	$3,870,041	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1504	001	Senior Administrative Analyst	1823N	0.75	0	52,187	0	$52,187
1504	001	Regulatory Specialist	5620N	0.75	0	49,936	0	49,936
		To eliminate two new positions not sufficiently justified.						
1465	011	Overtime				23,313	17,500	5,813
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02. The Port has a proposed FY 2001 02 Overtime budget of $417,889 for all of its divisions, or $36,349 more than its FY 2000-01 budget of $381,540.						
1465	013	Mandatory Fringe Benefits				1,545,738	1,521,380	24,358
		Corresponds to the reduction in salaries.						
465	021	Travel				77,815	67,000	10,815
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02. The Port has a proposed FY 2001-02 Travel budget of $131,858 for all of its divisions, or $23,768 more than its FY 2000-01 budget of $108,090.						
465	022	Training				125,000	115,000	10,000
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: PRT Port

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1465	025	Entertainment and Promotion				$159,500	$100,000	$59,500
		To reduce funding for Entertainment and Promotion commensurate with the Department's ability to shift funds into this category ($129,313*), as demonstrated with the San Francisco Giants Luxury Box lease. The Port has a proposed FY 2001-02 Entertainment and Promotion budget of $373,200 for all of its divisions, compared to a budget of $341,700 in FY 2000-01.						
		*The Luxury Suite acquisition price was $120,000 and the tickets for the 2001 season cost $66,950 for a total of $186,950. According to Mr. Ben Kutnick of the Port, the Port intended to sell six of the seats, which would have partially offset the cost of the luxury suite. According to Mr. Kutnick, the face value of the six seats, including the license and tickets, is $57,637, resulting in a net cost to the Port of $129,313. Our recommendation would delete the $129,313 by the $59,500 savings in this account and the $69,813 savings in another Entertainment and Promotion account. The Port has a proposed FY 2001-02 Entertainment and Promotion budget of $373,200 for all of its divisions, compared to a budget of $341,700 in FY 2000-01.						
1465	027	Professional and Specialized Services				550,000	525,000	25,000
		Reduce to FY 2000-01 budget level adjusted by a cost of living factor for FY 2001-02.						
1465	040	Materials and Supplies				440,233	405,000	35,233
		Reduce to FY 2000-01 budget level adjusted by a cost of living factor for FY 2001-02.						
1465	060	Equipment Purchase				654,500	604,500	*
		The recommended reduction in equipment is the total of the following specific recommendations.						
1520	060	Equipment Not Detailed	06000			0	(50,000)	(50,000)
		To reduce the Equipment budget commensurate with the						

Department: PRT Port

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		minimum essential for effective operations.						
Maritime - BKD								
1463	025	Entertainment and Promotion				$193,500	$123,687	$69,813
		To reduce funding for Entertainment and Promotion commensurate with the Department's ability to shift funds into this category ($129,313), as demonstrated with the San Francisco Giants Luxury Box Suite. According to Mr. Ben Kutnick of the Port, the Port intended to sell six of the seats, which would have partially offset the cost of the luxury suite. According to Mr. Kutnick, the face value of the six seats, including the license and tickets, is $57,637, resulting in a net cost to the Port of $129,313. Our recommendation would delete the $129,313 by the $59,500 savings in this account and the $69,813 savings in the prior Entertainment and Promotion account. The Port has a proposed FY 2001-02 Entertainment and Promotion budget of $373,200 for all of its divisions, compared to a budget of $341,700 in FY 2000-01.						
Real Estate & Asset Management - BKZ								
1500	001	Permanent Salaries - Misc.				$1,521,433	$1,448,902	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1513	001	Asst. Rental Manager, Port of San Francisco	9395A	7.00	6.00	507,723	435,192	$72,531
		To eliminate a position that has been vacant since April of 2000. The reduction will still leave the Port with 6 Assistant Rental Manager positions.						
1500	005	Temporary Salaries				8,303	0	8,303
		To reflect that expenditures for Temporary Salaries have not increased for the past two years. The Port will still have $352,684 for Temporary Salaries for all of its divisions, an increase of $91,268 over FY 2000-01.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: PRT Port

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1500	009	Premium Pay				12,143	6,000	6,143
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
1500	013	Mandatory Fringe Benefits				354,274	336,112	18,162
		Corresponds to the reduction in salaries.						
1500	021	Travel				7,000	4,500	2,500
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02. The Port has a proposed FY 2001-02 Travel budget of $131,858 for all of its divisions, or $23,768 more than its FY 2000-01 budget of $108,090.						
Planning & Development - BKW								
1467	009	Premium Pay				15,747	12,747	3,000
		Reduce to actual 2000-01 expenditure level adjusted for changes in personnel eligible for premium pay in 2001-02.						
1467	011	Overtime				4,376	2,000	2,376
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02. The Port has a proposed FY 2001-02 Overtime budget of $417,889 for all of its divisions, or $36,349 more than its FY 2000-01 budget of $381,540.						
1467	013	Mandatory Fringe Benefits				280,358	279,953	405
		Corresponds to reduction in salaries.						
1467	027	Professional and Specialized Services				28,800	20,000	8,800
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: PRT Port

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Facilities & Operations - BKY								
1469	011	Overtime				$386,842	$361,000	$25,842
		To reduce the Overtime allocation in consideration of the large increase in new positions and a $99,571 increase in Temporary Salaries. The Port has a proposed FY 2001-02 Overtime budget of $417,889 for all of its divisions, or $36,349 more than its FY 2000-01 budget of $381,540.						
1469	013	Mandatory Fringe Benefits				2,148,110	2,146,133	1,977
		Corresponds to reduction in Permanent Salaries - Misc.						
1469	027	Professional and Specialized Services				45,000	35,000	10,000
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
1469	028	Maintenance Services - Buildings and Structures				341,252	316,252	25,000
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
1469	029	Maintenance Services - Equipment				201,367	181,367	20,000
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
1469	040	Materials and Supplies				1,658,740	1,583,740	75,000
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.						
		Total Recommended Reductions						$672,694

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: PTC PARKING & TRAFFIC COMMISSION

FINANCIAL DATA:

The Department of Parking & Traffic's proposed $62,374,959 budget for FY 2001-02 is $2,687,478 or 4.13 percent less than the original FY 2000-01 budget of $65,062,437. The net decrease from the revised FY 2000-01 budget is $2,780,727 or 4.27 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DEPARTMENTAL ADMINISTRATION	$ 3,756,371	$ 3,779,636	$ 3,835,729	$ 79,358
ENFORCEMENT	25,801,661	25,864,634	26,651,143	849,482
PARKING	6,681,358	6,708,093	6,762,732	81,374
PARKING CITATION DIVISION	10,313,867	10,250,894	10,533,783	219,916
RESIDENTIAL PERMIT PARKING	871,889	871,889	932,981	61,092
TRAFFIC ENGINEERING & OPERATION	10,350,868	10,312,633	10,883,304	532,436
Total Operating Expenditures	$ 57,776,014	$ 57,787,779	$ 59,599,672	$ 1,823,658
Capital Improvements & Fac. Maint.	$ 7,286,423	$ 7,367,907	$ 2,775,287	$ (4,511,136)
Total Expenditures	$ 65,062,437	$ 65,155,686	$ 62,374,959	$ (2,687,478)
Less: Work Order Recoveries	(198,000)	(198,000)	(259,500)	(61,500)
Net Expenditures	$ 64,864,437	$ 64,957,686	$ 62,115,459	$ (2,748,978)

Department: PTC PARKING & TRAFFIC COMMISSION (continued)

Major new expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure		FY 2000-01 Budget	FY 2001-02 Budget	Increase (Decrease)
Permanent Salaries		$23,640,801	$24,780,489	$1,139,688
Overtime		783,691	898,691	115,000
Mandatory Fringe Benefits		6,688,330	7,030,624	342,294
Overhead		267,626	318,776	51,150
Professional & Specialized Services		10,156,585	10,096,720	(59,865)
Maintenance - Buildings & Structures		141,694	155,193	13,499
Rents & Leases - Buildings		2,279,616	2,321,286	41,670
Other Current Expenses		337,576	395,043	57,467
Materials & Supplies		1,313,806	1,364,135	50,329
Equipment Purchase		1,369,725	736,766	(632,959)
Buildings, Structures & Improvements		7,016,423	2,505,287	(4,511,136)
Services of Other Departments		6,237,633	6,955,121	717,488
Miscellaneous Other Changes		4,828,931	4,816,828	(12,103)
	Total:	**$65,062,437**	**$62,374,959**	**($2,687,478)**

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 545.19 FTEs, which is 2.01 FTEs less than the 547.20 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
DEPARTMENTAL ADMINISTRATION	27.35	27.35	26.39	(0.96)
ENFORCEMENT	361.65	361.65	358.87	(2.78)
PARKING	35.30	35.30	34.85	(0.45)
PARKING CITATION DIVISION	45.52	45.52	48.02	2.50
RESIDENTIAL PERMIT PARKING	12.53	12.53	13.49	0.96
TRAFFIC ENGINEERING & OPERATION	64.85	64.85	63.57	(1.28)
Totals	547.20	547.20	545.19	(2.01)

Department: PTC PARKING & TRAFFIC COMMISSION (continued)

The Department's budget contains no new positions.

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Exempt	1	1377	Special Assistant XVIII	$116,119	0941	Manager X	$120,746
Exempt	1	1374	Special Assistant XV	93,281	0952	Deputy Director II	96,998
Exempt	1	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	1	1372	Special Assistant XIII	80,571	0922	Manager V	83,781
Exempt	1	1369	Special Assistant X	65,615	1844	Senior Management Assistant	67,903
Totals	5			$436,157			$453,209

Remaining Special Assistant Positions

Exempt / Provisional	Count	Old Class	Title	Salary
Exempt	1	1371	Special Assistant XII	75,951
Totals	1			$ 75,951

According to Ms. Julia Dawson of the Parking and Traffic Department, the Department anticipates that it will reclassify the 1377 Special Assistant XVIII position shown in the table above to a 0931 Manager VII position instead of a 0941 Manager X position, which is the proposed reclassification contained in the Mayor's proposed budget. That new reclassification would result in a salary savings of $24,105 plus fringe. The proposed reclassification is shown in the Budget Analyst's recommendations.

Ms. Dawson also reports that the Department intends to reclassify the 1371 Special Assistant XII position, shown in the table above as a remaining Special Assistant position, to a 1844 Senior Management Assistant. This new reclassification results in a salary savings of $8,048 plus fringes. That proposed reclassification is also shown in the Budget Analyst's recommendations.

Department: **PTC PARKING & TRAFFIC COMMISSION (continued)**

DEPARTMENT REVENUES

Department revenues have decreased by $7,313,008 or 22.10 percent, due primarily to a one-time $6,505,183 sale of North Beach Parking Garage Bonds in FY 2000-01 and a reduction of $1,658,232 in State grant funding. Excluding such one-time Bond sales and reduction in State grant funding, the Department's revenues are increasing by $850,498, or 3.41 percent. General Fund support has increased by $5,034,935 or 15.30 percent. Ms. Dawson advises that the $5,034,935 increase in General Fund support includes $2,004,875 to equip traffic signals with back-up power supplies for use during power outages, $1,658,232 to cover the reduction in State grant funding, discussed above, to help fund the Department's annual debt service ($2,023,376) for the 1994 construction of the San Francisco General Hospital Parking Garage, and $1,371,828 to fund the first full year of Salary and Mandatory Fringe Benefits for 27 new positions added in FY 2000-01.

DESCRIPTION

1. The Department's FY 2001-02 budget for Overtime in the Enforcement Program is increasing by $115,000, from $483,416 in FY 2000-01 to $598,416 in FY 2001-02. This increase will cover the cost of a pilot program to enforce nighttime parking violations in District 3, the North Beach area. Two teams of two 8214 Parking Control Officers, overseen by one 8216 Senior Parking Control Officer, will patrol District 3 between the hours of 7:30 p.m. and 2:30 a.m. on Friday and Saturday nights from July 1, 2001 through June 30, 2002.

2. According to Ms. Dawson, in September of 2001, the Department anticipates requesting the approval of the Board of Supervisors to enter into a professional services contract to replace all of the mechanical parking meters in the City with electronic meters that will accept nickels, dimes, quarters, and card payments using the Translink card currently being used under a pilot program by Muni. Ms. Dawson reports that the cost of this professional services contract is not reflected in the Department's FY 2001-02 budget. According to Ms. Dawson, this project will be funded using revenues from the Off-Street Parking Fund which would require a supplemental appropriation from the Board of Supervisors. According to Mr. Matthew Hymel of the Controller's Office, as of June 19, 2001, the Off-Street Parking Fund has a remaining unappropriated balance of $1,237. This professional services contract would also be funded by the release of $1,600,616 put on reserve during the FY 1998-1999 budget process, pending selection of contractor and submission of budget details.

COMMENT

Although the Department's overall budget has decreased by $2,687,478, or 4.13 percent, due to reduced spending on Capital and Facilities Maintenance, the operating budget provides an increase of $1,823,658 or 3.16 percent. Our recommended reductions, which total $217,041, would still allow an increase of $1,606,617 or 2.78 percent in the Department's operating budget.

Department: PTC - Parking and Traffic Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Departmental Administration (BKF)								
1540	001	Permanent Salaries -				$1,642,553	$1,618,448	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations.						
1570	001	Manager X	0941	1.00	0.00	120,746	0	$120,74
	001	Manager VII	0931	0.00	1.00	0	96,641	(96,64
		Reduce to reclassify a Special Assistant XVIII position to a Manager VII instead of a Manager X position, in accordance with the Department's intent. This downward reclassification of the Special Assistant XVIII position results in a salary savings of $24,105 ($120,746 less $96,641).						
1540	013	Mandatory Fringe Benefits				418,917	415,287	3,63(
		Corresponds to reduction in salaries.						
1540	022	Training				15,000	10,000	5,00(
		Reduce to actual FY 2000-01 expenditure level adjusted by a cost of living factor for FY 2001-02.						
Traffic Engineering & Operation (BKG)								
1549	023	Employee Field Expense				1,588	1,088	50(
		Reduce to actual FY 2000-01 expenditure level adjusted by a cost of living factor for FY 2001-02.						

Department: PTC - Parking and Traffic Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1549	040	Materials and Supplies Budget Reduce by the annual cost of $4,950 of manually printing parking meter signs in the Department's meter shop, since the Department plans to automate this function by purchasing equipment at a cost of $35,000. This new equipment has an anticipated useful life of ten years.				$788,825	$783,875	$4,950
1549	060	Equipment Purchase * The recommended reduction in equipment is the total of the following specific recommendations.				187,996	179,915	*
1583	060	1/2 Ton Truck Reduce by $2,668 based on the manufacturer's quoted price.	PTO22R			70,000	67,332	$2,668
1583	060	1 Ton Truck Reduce by $4,803 based on the manufacturer's quoted price.	PTO23R			52,000	47,197	4,803
1583	060	3/4 Ton Truck Reduce by $610 based on the manufacturer's quoted price.	PTO24R			25,000	24,390	610
arking (BKP)								
1562	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations.				1,953,295	1,918,419	*
576	001	Attrition Savings Increase Attrition Savings to actual FY 2000-01 expenditure level adjusted for salary increases.	9993M	(2.15)	(2.77)	(120,672)	(155,548)	34,876
562	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				502,996	494,214	8,782

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: PTC - Parking and Traffic Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1563	028	Building Structure and Maintenance Reduce expenses to the minimum essential for effective operations.				$85,000	$70,000	$15,00
Enforcement (BKQ)								
1565	001	Permanent Salaries - * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations.				14,675,249	14,647,183	*
1578	001	Attrition Savings Increase Attrition Savings to offset the effect of the Department's upward substitution of four positions, which would result in increased salary and fringe benefit costs made during previous years, without budgetary approval by the Board of Supervisors. This recommendation will allow the Department to continue to maintain the existing filled positions, at the higher salary and fringe benefit cost, but will not result in additional expenditures for the Department because an offsetting amount will be eliminated from the budget by an increase in Attrition Savings.	9993M	(47.20)	(47.86)	(2,011,704)	(2,039,770)	28,06
1565	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				4,368,976	4,360,988	7,98
1565	035	Other Current Expenses To disapprove the purchase of one of two new photocopiers at a cost of $1,380. Our reduction of $1,380 would still allow an increase of $20,208 from the Department's FY 2000-01 budget level.				123,388	122,008	1,38
1565	040	Materials & Supplies Budget Reduce to FY 2000-01 budget level adjusted by a cost of living factor for FY 2001-02.				299,325	284,325	15,00
1585	060	Equipment * The recommended reduction in equipment is the total of the following specific recommendations.				841,316	841,316	*

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: PTC - Parking and Traffic Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
585	060	Radios	PTO20R			$25,000	$11,525	$13,475
		Reduce by $13,475 based on manufacturer's quoted price.						
Residential Permit Parking (BKR)								
1567	001	Permanent Salaries - Misc.				601,072	566,036	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations .						
1570	001	Special Assistant XII	1371	1.00	0.00	75,951	0	75,951
	001	Senior Management Assistant	1844	0.00	1.00	0	67,903	(67,903)
		Reduce to reclassify a Special Assistant XII position to a Senior Management Assistant position, in accordance with the Department's intent. This downward reclassification results in a salary savings of $8,048 ($75,951 less $67,903).						
579	001	Attrition Savings	9993M	(0.51)	(1.11)	(22,932)	(49,920)	26,988
		Increase Attrition Savings to actual FY 2000-01 expenditure level adjusted for salary increase.						
567	013	Mandatory Fringe Benefits				171,193	162,498	8,695
		Corresponds to reduction in salaries.						
rking Citation Division (BKS)								
568	028	Maintenance Services - Building and Structures				38,477	36,000	2,477
		Reduce to FY 2000-01 budget level adjusted by a cost of living factor for FY 2001-02.						
		Total Recommended Reductions						$217,041

DEPARTMENT: PUC PUBLIC UTILITIES COMMISSION

FINANCIAL DATA:

The Department of Public Utilities Commission's proposed $82,414,103 budget for FY 2001-02 is $120,980 or 0.15 percent more than the original FY 2000-01 budget of $82,293,123. The net increase from the revised FY 2000-01 budget is $21,217,921 or 34.67 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CUSTOMER SERVICES	$ 9,476,057	$ 9,456,638	$ 9,514,623	$ 38,566
ENVIRONMENTAL REGULATION & MANAGEMENT	5,679,049	782,976	5,718,495	39,446
HETCH HETCHY CAPITAL PROJECTS	-	(1,345,522)	-	-
PUC ENGINEERING	22,819,779	21,055,035	22,665,729	(154,050)
PUC FINANCE	4,748,472	4,740,998	5,499,979	751,507
PUC GENERAL MANAGEMENT	8,444,745	6,314,523	9,360,178	915,433
PUC LAND MANAGEMENT	998,358	-	983,297	(15,061)
PUC MANAGEMENT INFORMATION	8,520,958	8,528,877	8,169,845	(351,113)
PUC PERSONNEL	3,729,455	3,792,355	3,733,621	4,166
PUC SYSTEM PLANNING/REG CONTROL	2,040,874	2,040,874	1,897,458	(143,416)
PUC-LONG RANGE PLANNING &	-	-	788,007	788,007
WATER CAPITAL PROJECTS	-	(76,548,245)	-	-
WATER FACILITIES MAINTENANCE PROJECTS	-	-	-	-
WATER POLLUTION CONTROL	-	(420,571)	-	-
WATER PROGRAMMATIC PROJECTS	2,059,000	2,059,000	-	(2,059,000)
WATER QUALITY	13,776,376	2,424,906	14,082,871	306,495
Total Operating Expenditures	$ 82,293,123	$ 61,196,182	$ 82,414,103	$ 21,096,941
Capital Improvements & Fac. Maint.	$ -	$	$ -	$ -
Total Expenditures	$ 82,293,123	$ 61,196,182	$ 82,414,103	$ 120,980
Less: Work Order Recoveries	(82,293,123)	(61,196,182)	(82,414,103)	(120,980)
Net Expenditures	$ 0	$ 0	$ 0	$ 0

Department: PUC PUBLIC UTILITIES COMMISSION (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 442.43 FTEs, which is 12.93 FTEs more than the 429.50 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CUSTOMER SERVICES	100.94	100.94	97.24	(3.70)
ENVIRONMENTAL REGULATION AND MANAGEMENT	45.26	45.26	43.60	(1.66)
PUC ENGINEERING	(6.75)	(6.75)	(7.75)	(1.00)
PUC FINANCE	42.67	42.67	45.42	2.75
PUC GENERAL MANAGEMENT	12.10	12.10	21.90	9.80
PUC LAND MANAGEMENT	6.87	6.87	7.62	0.75
PUC MANAGEMENT INFORMATION	59.02	59.02	60.85	1.83
PUC PERSONNEL	41.13	41.13	40.63	(0.50)
PUC SYSTEM PLANNING/REGULATORY CONTROL	15.15	15.15	14.37	(0.78)
PUC-LONG RANGE PLANNING & POLICY	-	-	6.01	6.01
WATER QUALITY	113.11	113.11	112.54	(0.57)
Totals	429.50	429.50	442.43	12.93

Department: PUC PUBLIC UTILITIES COMMISSION (continued)

The PUC's budget contains a total of 15 new positions (9.75 FTE) budgeted for FY 2001-2002. The PUC's proposed new positions are as follows:

Name	Classification	No. of FTE Positions	Annual Salary at Top Step	Annualized No. of Positions	Annual Total Salaries
Deputy Director IV	0954	0.75	137,383	1	$137,383
Deputy Director V	0955	0.75	146,475	1	146,475
Executive Secretary I	1450	0.75	54,533	1	54,533
Senior Administrative Analyst	1823	3.00	69,583	4	278,331
Principal Administrative Analyst	1824	0.75	81,353	1	81,353
Real Property Officer	4140	0.75	68,225	1	68,225
Senior Water Services Clerk	1478	2.00	42,379	4	169,516
Commercial Division Assistant Supervisor	4310	0.50	59,352	1	59,352
Customer Service Billing & Collection Supervisor	4311	0.50	74,306	1	74,306
Total:		9.75		15	$1,069,474

We are recommending approval of seven of the 15 new positions, including the four Senior Water Services Clerk positions, one Commercial Division Assistant Supervisor, and one Customer Service Billing & Collection Supervisor in the Customer Services Bureau that will be used to establish a centralized customer contact center that will help the various utility customers with problems and questions relating to water and sewer services. We are also recommending approval of one new Real Property Officer position in the Land Management Bureau to meet the increasing property management and leasing needs of the Bureau, including implementing new procedures for addressing right-of-way encroachment policies. We are recommending disapproval of one new Deputy Director IV position at an annual salary of $137,383 being requested in the Office of the General Manager to "provide oversight to the multi-year program management function, which concentrates on the design and construction of new facilities and the maintenance and rehabilitation of existing structures . . .." We regard that function as being a Utilities Engineering Bureau responsibility.

According to PUC staff, the remaining seven new positions were added to the PUC's budget by the Mayor's Office as an initiative to develop a plan to encourage conservation and to ensure the long-term reliability of the San Francisco energy supply. The positions would be established within a newly created Long Range Planning & Policy Office. The Office would be headed by one classification 0955N, Deputy Director V at an annual salary of $146,475, who would have the title of Assistant General Manager of the Public Utilities Commission for Power Policy. In addition, the budget for the Long

Department: PUC PUBLIC UTILITIES COMMISSION (continued)

Range Planning & Policy Office also includes four Senior Administrative Analyst positions, one Principal Administrative Analyst position, and one Executive Secretary I position. The Budget Analyst is recommending that two of the Senior Administrative Analyst positions be eliminated. The Budget Analyst considers approval of the five remaining new positions and costs, including Mandatory Fringe Benefits of $88,926, Professional Services of $250,000, and Materials & Supplies of $75,000 which total $788,007, to be a policy matter for the Board of Supervisors.

In summary, of the 15 requested new positions, we are recommending approval of seven positions and disapproval of three positions, and we consider the remaining five positions to be a policy matter for the Board of Supervisors.

The PUC is proposing to reclassify the following Special Assistant position:

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	1.00	1377	Special Assistant XVIII	$116,119	5162	Program Manager III	$117,450
Provisional	2.00	1377	Special Assistant XVIII	116,119	0941	Manager X	120,746
Total	3.00			$232,238			$238,196

DEPARTMENT REVENUES

The Public Utilities Commission is funded solely through transfers from its operating departments, including the Water, Clean Water, Hetch Hetchy, and Light, Heat & Power Departments.

DESCRIPTION

The Public Utilities Commission (PUC) is comprised of 11 bureaus that provide administrative and technical support to four operating departments: the Water Department, Hetch Hetchy, Clean Water Program, and Light, Heat & Power. The budgets of the Bureaus of the PUC are funded through allocations from each of the four operating departments.

COMMENTS

The PUC's Information Technology Services (ITS) Bureau was allocated an additional 16.33 FTE in the FY 2000-01 budget. The ITS Manager states that the support for desktop personal computers and the PUC Network have improved dramatically. ITS is also in the process of developing new systems, such as a document management system that is scheduled to be implemented in January of 2002. The Budget Analyst has requested that ITS provide a report to the Board of Supervisors on improvements and benefits of its initiatives during the FY 2001-02 Budget process.

Department: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Environmental Regulation and Management (BAY)								
1590	021	Travel Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02. The PUC's total FY 2001-02 Travel budget request for all divisions is $203,575 or $17,940 more than its FY 2000-01 Travel budget of $185,635. Our recommendation for Travel would provide total Travel funds in the PUC of $188,625.				$27,100	$20,000	$7,100
1590	022	Training Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.				15,270	12,000	3,270
1590	043	Equipment Maintenance Supplies Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.				60,000	52,000	8,000
Water Quality (BCD)								
1594	029	Maintenance Services - Equipment Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.				224,167	180,000	44,167

epartment: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
eneral Management (BCR)								
559	001	Permanent Salaries - Misc. * The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.				$1,667,503	$1,483,112	*
95	001	Deputy Director IV To delete one new Deputy Director position at an annualized salary of $137,383 not sufficiently justified. This position would be created to oversee the design and construction of new facilities and the maintenance and rehabilitation of existing PUC structures. These functions are the responsibility of the Utilities Engineering Bureau, Presently, the PUC has three comparably compensated Assistant General Managers.	0954N	0.75	0.00	103,037	0	$103,037
95	001	Principal Administrative Analyst To delete a position that would be substituted for a Power Generation Site Supervisor which has not been adequately justified. The PUC presently has 9 Senior Analyst positions, and 12 Principal Administrative Analyst positions.	1824S	1.00	0.00	81,354	0	81,354
9	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				422,668	386,432	36,236

Department: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1660	049	Other Materials & Supplies				$125,565	$85,000	$40,565
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
Finance (BCT)								
1662	001	Permanent Salaries - Misc.				3,115,987	2,908,335	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1699	001	Senior Admin. Analyst	1823S	1.00	0.00	44,944	0	44,944
		Sr. Admin. Analyst	1823O	0.00	1.00	0	0	0
1699	001	Principal Admin. Analyst	1824S	2.00	0.00	162,708	0	162,708
		Principal Admin. Analyst	1824O	0.00	2.00	0	0	0
		To deny the conversion of these project-funded positions in the PUC's Finance Bureau to operating budget positions. Continue to fund the positions with commercial paper or other non-operating budget means.						
1662	013	Mandatory Fringe Benefits				832,496	784,277	48,219
		Corresponds to reduction in salaries.						

epartment: PUC - Public Utilities Commission

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
52	021	Travel				$24,850	$17,000	$7,850
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02. The PUC's total FY 2001-02 Travel budget request for all divisions is $203,575 or $17,940 more than its FY 2000-01 Travel budget of $185,635. Our recommendation for Travel would provide total Travel funds in the PUC of $188,625.						
52	022	Training				39,400	27,500	11,900
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						
52	027	Professional & Specialized Services				817,609	517,609	300,000
		To eliminate funding for consulting services to "improve upon the utilization and reliability of SFPUC's financial information system." These consulting services have not been adequately justified.						
		neering (BCU)						
57	022	Training				60,000	50,000	10,000
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-02.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1676	035	Other Current Expenses				$226,000	$200,000	$26,000
		Reduce to 2000-01 budget level adjusted by a cost of living factor for 2001-02.						
Personnel (BCW)								
1680	022	Training				42,370	20,000	22,370
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
Long Range Planning & Policy (BCX)								
1681	001	Permanent Salaries - Misc.				374,081	269,707	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						

Department: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
710	001	Senior Administrative Analyst	1823N	3.00	1.50	$208,748	$104,374	$104,374
		To delete two new positions requested for the new Long-Range Planning and Policy Office. This new office is being established to develop a plan to encourage energy conservation and to ensure the long-term reliability of the San Francisco energy supply. The Budget Analyst considers the approval of five of the seven requested new positions, including two Senior Administrative Analysts, one Deputy Director V, one Executive Secretary I, and one Principal Administrative Analyst, to be a policy matter for the Board of Supervisors.						
781	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				88,926	64,675	24,251
110	001	Step Adjustments, Misc.	STEPM	1.00	1.00	(30,000)	(30,000)	
110	001	Deputy Director V	0955N	0.75	0.75	109,856	109,856	
110	001	Executive Secretary I	1450N	0.75	0.75	40,000	40,000	
110	001	Sr. Administrative Analyst	1823N	1.50	1.50	104,374	104,374	
110	001	Princ. Admin. Analyst	1824N	0.75	0.75	61,015	61,015	
110	001	Attrition Savings - Misc.	9991M	0.00	0.00	(1,438)	(1,438)	
110	001	Attrition Savings - Misc.	9993M	0.24	0.24	(15,000)	(15,000)	

* See note below.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: PUC - Public Utilities Commission

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1681	013	Mandatory Fringe Benefits				64,675	64,675	
		* See note below.						
1681	027	Professional & Spec. Svcs.				$250,000	$250,000	
		* See note below.						
1681	040	Materials & Supplies				75,000	75,000	
		* See note below.						

*The Long-Range Planning & Policy Office was added to the PUC's budget by the Mayor's Office to develop a plan to encourage conservation and to ensure the long-term reliability of the San Francisco energy supply. The total budget request is for $788,007. This budget has seven new positions. As previously noted, the Budget Analyst recommends that the two 1823 Senior Administrative Analyst positions be eliminated and considers approval of the remaining five new positions and related costs for the Long-Range Planning & Policy Office to be a policy matter for the Board of Supervisors.

Total Recommended Reductions **$1,086,345**

DEPARTMENT: TIS TELECOMMUNICATION & INFORMATIION SERVICES

FINANCIAL DATA:

The Department of Telecommunication & Information Services' proposed $77,658,001 budget for FY 2001-02 is $6,593,250 or 9.28 percent more than the original FY 2000-01 budget of $71,064,751. The net increase from the revised FY 2000-01 budget is $6,234,464 or 8.73 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	$ 20,239,393	$ 21,261,993	$ 22,923,296	$ 2,683,903
CABLE TELEVISION ACCESS	130,000	130,000	-	(130,000)
OPERATIONS & INFRASTRUCTURE	28,691,729	24,748,061	28,721,007	29,278
POLICY & PLANNING	2,866,968	3,047,717	2,564,208	(302,760)
TECHNOLOGY SERVICES	18,136,661	21,200,844	22,102,490	3,965,829
Total Operating Expenditures	$ 70,064,751	$ 70,388,615	$ 76,311,001	$ 6,246,250
Capital Improvements & Fac. Maint.	$ 1,000,000	$ 1,034,922	$ 1,347,000	$ 347,000
Total Expenditures	$ 71,064,751	$ 71,423,537	$ 77,658,001	$ 6,593,250
Less: Work Order Recoveries	(67,100,783)	(67,278,821)	(73,710,357)	(6,609,574)
Net Expenditures	$ 3,963,968	$ 4,144,716	$ 3,947,644	$ (16,324)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 335.16 FTEs, which is 16.85 FTEs less than the 352.01 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Department: TIS TELECOMMUNICATIONS & INFORMATION SERVICES (continued)

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Increase (Decrease) From 2000-2001 Original Budget
ADMINISTRATION	31.15	31.15	43.55	12.40
OPERATIONS & INFRASTRUCTURE	183.97	183.97	170.90	(13.07)
POLICY & PLANNING	16.73	16.73	15.34	(1.39)
TECHNOLOGY SERVICES	120.16	120.16	105.37	(14.79)
Totals	352.01	352.01	335.16	(16.85)

DEPARTMENT REVENUES

Department revenues have increased by $357,246 or 21.05 percent and General Fund support has increased by $361,922 or 15.60 percent.

DESCRIPTION

During FY 2000-01 the Department reorganized its six divisions into four divisions to improve customer service, streamline operations, increase accountability and promote departmental cohesion. Three of the four divisions – Operations and Infrastructure Division, Technology Services Division and Finance and Administration Division– make up the Internal Services Fund that is supported by work orders from other departments. The fourth division – Policy and Planning Division– includes the City's Television Station, CityWatch, and is funded from the General Fund. The division descriptions are as follows:

Operations and Infrastructure: The Operations and Infrastructure Division designs, manages and supports the City's technology infrastructure, including the City's local area networks (LANs) and wide area network (WAN), the connectivity to Internet and the Intranet. This Division also monitors and supports the E911 System, which includes the Public Safety Wiring System and 800 MHz Radio System 24 hours per day 7 days a week.

Technology Services Division: The Technology Services Division manages and maintains the City's major Information Technology Systems and official website, manages the City's database, designs and implements support systems, manages the City's e-mail project and researches new technologies and provides technology education and training.

Department: TIS TELECOMMUNICATIONS & INFORMATION SERVICES (continued)

Finance and Administration Division: The Finance and Administration Division provides administrative support for DTIS's human resources, budget, accounting, and contracts; provides telephone reception for the City's main information line; develops, implements and manages the Department's safety program; and consolidates and manages telephone billing services Citywide. The Finance and Administration Division centralizes all of the Divisions' finance and administration responsibilities.

Policy and Planning: The Policy and Planning Division negotiates and manages the cable TV franchises; manages an annual contract for the construction, management, and operation of the public access cable television channel; oversees the use of the educational cable TV channel; directly manages and operates the public education and government TV channel, and cablecasts live coverage of Board of Supervisors and commission meetings; reviews and analyzes telecom related legislation; informs and updates policy makers on telecom related issues; and is responsible for development and implementation of a Citywide Strategic Telecommunications Plan.

Departmental Summary: The FY 2001-02 budget reflects the following changes:

Expenditures

- The $6,593,250 increase in total expenditures is primarily due to:

$ 813,824 increase due to salary and fringe benefits costs:
The increase is due to a $883,761 increase in permanent salaries, a $387,029 decrease in temporary salaries, a $93,290 increase in premium pay, a $12,000 increase in overtime, a $52,275 increase in Holiday Pay due largely to the Emergency 911 services which operate 24 hours per day 7 days per week and a $159,527 increase in fringe benefits.

$ 1,974,129 decrease in Professional & Specialized Services:
The decrease is related primarily to the transfer of annual licensing costs associated with the TIVOLI System, a network management program to remotely manage distributed computer systems, at a cost of $1,230,00 to Other Current Expenses.

$ 1,507,355 increase in Equipment Purchases:
This increase is related to negotiated client department service requests according to the Department. The increase is related almost entirely to two programs:
1) Operations and Infrastructure and 2) Technology Services. For Operations and Infrastructure, the increase in funding will be used to purchase 10 pieces of equipment including telephone infrastructure devices, which will be passed through to the departments for whom DTIS is purchasing the equipment, as well as 20 pieces of equipment that will improve the City's network, increase system capacity and allow DTIS to support and meet the City departments' technology needs. Such costs will be passed on to the City departments DTIS serves through its service

Department: TIS TELECOMMUNICATIONS & INFORMATION SERVICES (continued)

rates. For Technology Services, the increase in funding will be used to purchase equipment for the Citywide E-mail Project and the Criminal JUSTIS project. These costs are also passed along to the appropriate City departments.

$ 287,000 net increase in Equipment Lease / Purchase – City Finance Agency:
This increase reflects the financing of the major upgrade to the mainframe computer to maintain the performance of the City's mission critical systems and Wide Area Network infrastructure.

$37,000 increase in Facilities Maintenance to repair DTIS' Rankin Street facility, which is used for repair and maintenance of the City's Radio Systems, Public Safety Wiring and telephone infrastructure. According to Ms. Kathryn Hile, Financial Services Manager of DTIS' Finance and Administration Division, Facilities Maintenance costs had been erroneously deleted from the Department's budget in FY 1999-2000 and the increase would allow the Department to address the previously deferred maintenance at the Rankin Street facility during the past two fiscal years.

$310,000 increase in Buildings, Structures and Improvements to replace the trailer offices located at 901 Rankin Street, which are seismically unsafe.

$905,580 net increase in Rents & Leases – Buildings and Structures due primarily to the extension of the lease for a five-year period at One Market Plaza where the City's mainframe computer is housed.

Personnel: DTIS has a net decrease of 16.85 FTEs due primarily to a decrease of 7.12 FTEs who were transferred to Light Heat and Power for street light maintenance work for a permanent salary savings for FY 2001-02 of $427,362 and an increase in Attrition Savings of approximately 11.36 FTEs. The Department's FY 2001-02 budget includes two new positions, including 0.75 FTE 1823, Senior Administrative Analyst and 0.75 FTE 5177, Safety Officer. The Department's FY 2001-02 budget also includes: (a) 17 FTEs Special Assistant substitutions as shown in the table below, (seven of the Special Assistants substitutions are part of the MEA Management Classification/Compensation Plan); and (b) 63.0 FTEs substitutions in addition to the 17 FTEs Special Assistant substitutions. Of the 63.0 FTEs substitutions, 14.0 FTEs are downward substitutions, 29.0 FTEs are upward substitutions and 21.0 FTEs substitutions are cost neutral. The net increase in Permanent Salaries – Misc. for FY 2001-02 due to the substitutions is $249,093. The Department advises that the Attrition Savings were increased to offset the increase cost of the proposed substitutions and that the Department's overall increase in Permanent Salaries – Misc. is approximately 3 percent.

Department: TIS TELECOMMUNICATIONS & INFORMATION SERVICES (continued)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	2	1363	Special Assistant IV	$ 84,668	1767	Media Programming Specialist	$ 106,932
Provisional	2	1363	Special Assistant IV	84,668	1766	Media Production Technician	91,951
Provisional	2	1362	Special Assistant III	78,822	1766	Media Production Technician	91,951
Provisional	1	1364	Special Assistant V	45,518	1769	Media Production Supervisor	66,466
Provisional	1	1375	Special Assistant XIV	100,328	1775	Cable Television Manager	98,867
Exempt C2	1	1373	Special Assistant XIV	86,652	1071	Information Service Manager	115,675
Exempt	1	1377	Special Assistant XVIII	120,764	0941	Manager X	120,746
Exempt	1	1373	Special Assistant XIV	90,105	0923	Manager VI	90,105
Exempt	2	1372	Special Assistant XIII	167,562	0922	Manager V	167,562
Exempt	1	1376	Special Assistant XVII	112,278	0953	Deputy Director III	120,746
Exempt	1	1377	Special Assistant XVIII	120,764	0953	Deputy Director III	120,746
Exempt	1	1381	Special Assistant XXII	151,615	0963	Department Head III	137,382
Exempt	1	1366	Special Assistant VII	52,435	1368	Special Assistant IX	60,709
Totals	17			$ 1,296,178			$ 1,389,838

Remaining Special Asssistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
Provisional	2	1368	Special Assistant IX	$121,580	Filled
Exempt	1	1368	Special Assistant IX	60,790	Filled
Totals	3			$182,370	

COMMENTS:

1. According to Ms. Hile, DTIS delayed filling vacancies during the Department's reorganization and had difficulty in filling positions due to a tight technology-related labor market over the last two years. To help mitigate these hiring and retention challenges, DTIS has proposed in its FY 2001-02 budget substitutions of many existing positions with higher level positions and seeks final approval from the Board of Supervisors for these substitutions during the FY 2001-02 budget review process. However, Ms. Hile notes that the technology-related labor market has eased up somewhat, which should make filling vacancies easier. Additionally, Ms. Hile states that filling the vacancies is a top priority for FY 2001-02

2. According to Ms. Hile, DTIS has analyzed departmental expenditures for the last 18 months in detail to generate a more realistic FY 2001-02 budget.

Department: TIS TELECOMMUNICATIONS & INFORMATION SERVICES (continued)

3. Ms. Hile advises that beginning in FY 2001-02, DTIS will manage the City's Geographic Information Systems (GIS) program, which was formerly managed by the Department of Public Works.

4. The Budget Analyst is recommending 0.75 of the 1.5 new FTEs.

The Mayor's budget provides an increase of $6,593,250 or 9.28 percent more than the original FY 2000-01 budget. Our recommended reductions, which total $365,551, would still allow an increase of $6,227,699 or 8.76 percent in the Department's budget.

epartment: TIS - Telecommunications & Information Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
perations and Infrastructure (BAK)								
732	06F	Facilities Maintenance Projects-Budget				$37,000	$23,600	$13,400
		The recommended reduction of $13,400 for facilities maintenance at the DTIS Rankin Street Facility is based on cost estimates of $9,000 to replace the lights, $5,000 for electrical circuit replacement and $9,600 for yard clean up and year-round maintenance. No other cost details were provided.						
1732	067	Buildings, Structures & Improvements				310,000	310,000*	0
		* The Mayor's Office has reserved $310,000 designated for the replacement of the trailers used as office space located at 901 Rankin Street pending completion of a site study to determine if a building should be constructed at 901 Rankin Street to house the City's mainframe computer which is currently located at 1 Market Plaza. The new building would also replace the trailer office space. The Budget Analyst recommends reserving $310,000 for the replacement of the trailers pending submission to the Finance Committee of the project details.						
732	001	Permanent Salaries - Misc.				10,976,152	10,949,869	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding specific individual classifications.						
747		Principal Administrative Analyst	1824	2.00	1.00	162,708	81,354	81,354
746		Business Analyst Assistant	1051	0.00	1.00	0	(55,071)	(55,071)
		Disapprove the proposed upward substitution because the Department has not provided adequate justification for this upward substitution although the Department of Human Resources has approved this position. This would result in a savings of $26.283.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: TIS - Telecommunications & Information Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
1733	013	Mandatory Fringe Benefits				2,686,140	2,682,165	3,9
		Corresponds to the reduction in salaries.						
Finance and Administration (BIU)								
1739	001	Permanent Salaries - Misc.				2,298,248	2,239,017	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding specific individual classifications.						
1753		Deputy Director III	0953	1.0	0.0	115,020	0	115,0
		Manager IX	0933	0.0	1.0	0	107,976	(107,9
		The MEA Management Classification/Compensation Plan was supposed to laterally substitute Special Assistants for Manager and Deputy Director positions. The proposed Deputy Director III was substituted for a 1376 Special Assistant XL. However, a lateral move for a 1376 Special Assistant XL would be a 0933 Manager IX. Reduce Deputy Director III by 1.0 FTE and increase Manager IX by 1.0 FTE to reflect a lateral movement consistent with job duties. This would result in a savings of $7,044.						
1754		Senior Administrative Analyst	1823	0.75	0.0	52,187	0	52,1
		Delete this requested new position because DTIS already has 2.0 FTE Senior Administrative Analysts and has not adequately justified the need for an additional 1.0 FTE Senior Administrative Analyst. We are however recommending approval of one 0.75 new FTE 5177 Safety Officer.						
1739	013	Mandatory Fringe Benefits				564,194	549,582	14,6
		Corresponds to the reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: TIS - Telecommunications & Information Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
echnology Services (BIT)								
736	001	Permanent Salaries - Misc.				8,519,730	8,455,862	*
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding specific individual classifications.						
751		Business Analyst - Principal	1054	1.00	0.00	85,425	0	85,425
		Programmer Analyst - Senior	1063	(5.00)	(4.00)	(332,905)	(399,486)	(66,581)
751		Project Director	1070	5.00	4.00	448,400	358,720	89,680
750		Trainer - Journey	1032	0.00	1.00	0	59,221	(59,221)
751		Project Director	1070	4.00	3.00	358,720	269,040	89,680
746		Business Analyst - Principal	1054	0.00	1.00	0	85,425	(85,425)
751		Project Director	1070	3.00	2.00	269,040	179,360	89,680
750		Engineer - Journey	1042	0.00	1.00	0	79,370	(79,370)
		Disapprove the proposed upward substitutions because the Department has not provided adequate justification for the upward substitutions, although the Department of Human Resources has approved these positions.						
736	013	Mandatory Fringe Benefits				1,883,891	1,874,298	9,593
		Corresponds to the reduction in salaries.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: TIS - Telecommunications & Information Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1737	027	Professional Services				5,099,294	5,099,294*	
		* The Mayor's Office originally placed $763,754 on reserve for the Geographic Information Systems (GIS) program pending submission of a GIS program budget. However, a technical correction has been submitted by the Mayor's Office, which removed $360,000 from GIS program since the $360,000 should not have been transferred into DTIS' budget from the Department of Public Works, which previously managed the GIS program. On June 16, 2001 DTIS presented a GIS program budget to the Budget Analyst and the Mayor's Office that is approximately $63,000 more than the net amount of $403,754 budgeted. Therefore, the Budget Analyst recommends reserving the funds in the amount of $763,754 for the GIS program pending approval of the technical corrections and submission of total project details by DTIS to the Finance Committee.					
Policy & Planning (BK4)								
1741	001	Permanent Salaries - Misc.				978,296	837,818	*
		* The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendation.						
1757		Attrition Savings - Misc.	9993M			(48,577)	(189,055)	140,4
		Increase Attrition Savings to reflect current projected FY 2000-01 expenditure rates. However, to be conservative, we have provided 50 percent more funds than we estimate will be needed. FY 2000-01 projected surplus salaries are $280,956. However, our recommendation is to delete only 50 percent of this surplus or $140,478.						
1741	013	Mandatory Fringe Benefits				238,947	205,786	33,1
		Corresponds to the increase in Attrition Savings.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

epartment: TIS - Telecommunications & Information Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
741	023	Employee Field Expenses				1,000	50	950
		Reduce to $50, given the projected expenditures of $23 for Employee Field Expenses for FY 2000-01.						
		Total Recommended Reductions						$365,551
		Total Recommended Reserves						$ 1,073,754

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: WTR WATER DEPARTMENT

FINANCIAL DATA:

The Water Department's proposed $361,324,313 budget for FY 2001-02 is $101,340,191 or 38.98 percent more than the original FY 2000-01 budget of $259,984,122. The net increase from the revised FY 2000-01 budget is $90,097,109 or 33.22 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CITY DISTRIBUTION	$ 63,017,983	$ 47,205,570	$ 73,986,246	$ 10,968,263
SUPPLY & TREATMENT	46,848,439	46,900,940	44,633,617	(2,214,822)
WATER CAPITAL PROJECTS	-	107,926,927	-	-
WATER FACILITIES MAINTENANCE PROJECTS	-	-	-	-
WATER GENERAL	19,037,000	19,037,000	19,037,000	-
Total Operating Expenditures	$ 128,903,422	$ 221,070,437	$ 137,656,863	$ 8,753,441
Capital Improvements & Fac. Maint.	$ 131,080,700	$ 50,156,767	$ 223,667,450	$ 92,586,750
Total Expenditures	$ 259,984,122	$ 271,227,204	$ 361,324,313	$ 101,340,191
Less: Work Order Recoveries	(296,500)	(1,159,560)	(222,998)	73,502
Net Expenditures	$ 259,687,622	$ 270,067,644	$ 361,101,315	$ 101,413,693

Department: WTR WATER DEPARTMENT (continued)

Major expenditure changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Expenditure	FY 2000-01 Budget	FY 2001-02 Budget	Increase/ (Decrease)
Debt Service	$20,259,927	$33,491,716	$13,231,789
Services of Other Departments	37,864,880	33,924,602	(3,940,278)
Judgements and Claims	2,000,000	1,000,000	(1,000,000)
Water Sewage Treatment Supplies	1,522,500	2,080,119	557,619
Equipment Purchase	2,839,700	2,217,624	(622,076)
Buildings, Structures and Improvements	131,080,700	223,667,450	92,586,750
Total	$195,567,707	$296,381,511	$100,813,804

As noted above, the capital improvements increase of $92,586,750 represents 91.4 percent of the Water Department's budget increase of $101,340,191.

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 430.35 FTEs, which is 8.23 FTEs less than the 438.58 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
CITY DISTRIBUTION	190.63	190.63	185.74	(4.89)
SUPPLY & TREATMENT	247.95	247.95	244.61	(3.34)
Totals	438.58	438.58	430.35	(8.23)

Department: WTR WATER DEPARTMENT (continued)

The Water Department's budget contains a total of 2 new positions (1.50 FTE) budgeted for FY 2001-2002. We are recommending approval of 1 of the 2 new positions. The Water Department's proposed new positions are shown as follows:

Name	Classification	No. of FTE Positions	Annual Salary at Top Step	Annualized No. of Positions	Annual Total Salaries
Senior Clerk Typist	1426	0.75	$34,073	1	$45,431
Water Operations Analyst	5148	0.75	66,276	1	88,368
Total:		1.50	$100,349	2	$133,799

The Water Department is proposing to reclassify the following Special Assistant position:

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
Provisional	1.00	1371	Special Assistant XII	$75,951	5148	Water Operations Analyst	$88,368
Total	1.00			$75,951			$88,368

DEPARTMENT REVENUES

Department revenues have increased by $101,856,947 or 37.8 percent. Major revenue changes from the original FY 2000-01 budget to the proposed FY 2001-02 budget are as follows:

Revenue	FY 2000-01	FY 2001-02	Increase/ (Decrease)
Interest Income	$3,565,000	$10,203,000	$6,638,000
Sale of Water - SF Consumers	66,492,316	64,913,825	(1,578,491)
Sale of Water - Muni Paying	2,100,000	3,000,000	900,000
Sale of Water - Suburban Resale	74,569,000	79,467,613	4,898,613
Beginning Fund Balance	13,391,441	127,036,966	113,645,525
Commercial Paper/Bond Proceeds	100,232,700	77,636,000	(22,596,700)
Total	$260,350,457	$362,257,404	$101,906,947

Department: **WTR** WATER DEPARTMENT **(continued)**

DESCRIPTION

1. The Water Department operates local water storage facilities and the drinking water distribution system.

2. The Board of Supervisors has approved an 8.65 percent increase in water rates for retail customers, both inside and outside of San Francisco, and a 2.8 percent increase for suburban resale customers for FY 2001-02.

3. The Water Department's proposed $361,324,313 budget for FY 2001-02 includes $223,667,450 in capital projects, as shown below:

Title	Bond Funds	WTR Revenues	Totals
Suburban Buildings	$1,400,000	-	$1,400,000
City Buildings	-	$875,000	875,000
Suburban Dams	-	2,760,000	2,760,000
Suburban Other Facilities	-	21,700,000	21,700,000
City Other Facilities	8,448,000	4,000,000	12,448,000
Suburban Pipeline	2,000,000	20,519,450	22,519,450
City Pipeline	9,500,000	38,500,000	48,000,000
Suburban Pump Stations	-	8,100,000	8,100,000
City Pump Stations	-	7,800,000	7,800,000
City Reservoirs	18,200,000	15,700,000	33,900,000
Suburban Treat Facilities	40,088,000	24,077,000	64,165,000
Total	$79,636,000	$144,031,450	$223,667,450

COMMENT

The Mayor's budget provides an increase of $101,340,191. Our recommended reductions, which total $258,288, would still allow an increase of $101,081,903 or 38.88% in the Department's budget.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: WTR - Water Department

Page No.	Object		Position/ Equip-ment	Number From	Number To	Amount From	Amount To	Savings
City Distribution - BCF								
1781	021	Travel				$15,200	$12,500	$2,7
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
1781	029	Maintenance Svcs-Equipment				146,000	105,000	41,0
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
1782	035	Other Current Expenses				430,885	327,000	103,8
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
Supply & Treatment - BCG								
1791	001	Permanent Salaries - Misc.				14,956,384	14,890,108	
		*The recommended reduction in Permanent Salaries - Misc. is the total of the following specific recommendations regarding individual classifications.						
1856	001	Water Operations Analyst	5148N	0.75	0	66,276	0	66,27
		To eliminate a new position request not sufficiently justified. There are three Water Operations Analyst positions in the Department.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: WTR - Water Department

Page No.	Object		Position/ Equip-ment	Number From	Number To	Amount From	Amount To	Savings
191	011	Overtime				$418,040	$390,000	$28,040
		Reduce to actual 2000-01 expenditure level adjusted by a cost of living factor for 2001-2002.						
191	013	Mandatory Fringe Benefits				4,123,503	4,107,116	16,387
		Corresponds to reduction in salaries.						
		Total Recommended Reductions						**$258,288**

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

DEPARTMENT: DPW DEPARTMENT OF PUBLIC WORKS

FINANCIAL DATA:

The Department of Public Works' proposed $152,998,002 budget for FY 2001-02 is $26,975,185 or 21.41 percent more than the original FY 2000-01 budget of $126,022,817. The net increase from the revised FY 2000-01 budget is $22,797,207 or 17.51 percent.

SUMMARY OF PROGRAM EXPENDITURES:

Program Expenditures	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ARCHITECTURE	$ 3,354,998	$ 2,111,976	$ 3,533,722	$ 178,724
BUILDING REPAIR AND MAINTENANCE	29,460,693	30,168,983	31,975,989	2,515,296
CITY CAPITAL PROJECTS	-	(6,819,298)	-	-
CONSTRUCTION MANAGEMENT SERVICES	4,259,090	6,231,682	4,746,722	487,632
DISABILITY ACCESS	-	-	-	-
DPW BUREAU OVERHEAD PROGRAM	-	-	-	-
DPW GENERAL ADMINISTRATION	12,129,864	10,710,288	12,978,242	848,378
DPW INTERDEPARTMENT WORK ORDER PROGRAM	-	5,905,161	-	-
ENGINEERING	5,821,884	4,182,220	5,923,320	101,436
LAGUNA HONDA - LONG TERM CARE	-	-	-	-
MAPPING	-	1,000	-	-
MOSCONE EXPANSION PROJECT	-	508,618	-	-
SFGH - ACUTE CARE - HOSPITAL	-	-	-	-
STREET AND SEWER REPAIR	17,943,073	16,255,432	20,208,867	2,265,794
STREET ENVIRONMENTAL SERVICES	36,479,065	36,883,221	40,432,949	3,953,884
STREET USE MANAGEMENT	10,339,888	9,440,658	10,818,650	478,762
Total Operating Expenditures	$ 119,788,555	$ 115,579,941	$ 130,618,461	$ 10,829,906
Capital Improvements & Fac. Maint.	$ 6,234,262	$ 14,620,854	$ 22,379,541	$ 16,145,279
Total Expenditures	$ 126,022,817	$ 130,200,795	$ 152,998,002	$ 26,975,185
Less: Work Order Recoveries	(75,394,843)	(76,978,252)	(80,506,469)	(5,111,626)
Net Expenditures	$ 50,627,974	$ 53,222,543	$ 72,491,533	$ 21,863,559

Department: DPW DEPARTMENT OF PUBLIC WORK (continued)

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions budgeted for FY 2001-02 is 1,089.35 FTEs, which is 24.26 FTEs more than the 1,065.09 FTEs in the original FY 2000-01 budget. The FTE allocations by program are as follows:

Full Time Equivalents	Fiscal Year 2000-2001 Original	Fiscal Year 2000-2001 Revised	Mayor's Budget Fiscal Year 2001-2002	Proposed Increase (Decrease) From 2000-2001 Original Budget
ARCHITECTURE	20.92	20.92	20.94	0.02
BUILDING REPAIR AND MAINTENANCE	277.91	277.91	282.37	4.46
CONSTRUCTION MANAGEMENT SERVICES	28.28	28.28	29.39	1.11
GENERAL ADMINISTRATION	111.74	111.74	111.98	0.24
ENGINEERING	39.57	39.57	38.71	(0.86)
STREET AND SEWER REPAIR	132.19	132.19	133.52	1.33
STREET ENVIRONMENTAL SERVICES	365.48	365.48	381.67	16.19
STREET USE MANAGEMENT	89.00	89.00	90.77	1.77
Totals	1,065.09	1,065.09	1,089.35	24.26

DEPARTMENT REVENUES

Department revenues have increased by $8,466,288 or 25.07 percent and General Fund support has increased by $14,199,613 or 59.50 percent.

DESCRIPTION

- **Bureau of Architecture:** The Bureau Of Architecture increased its FTE count by 0.02 due to the following: (1) an increase in 0.03 FTEs resulting from a decrease in Attrition Savings; (2) a decrease of 0.01 FTEs resulting in a decrease in Temporary-Miscellaneous savings.

Department: DPW DEPARTMENT OF PUBLIC WORK (continued)

- **Bureau Of Construction Management:** The Bureau of Construction Management increased its FTE count by 1.11 FTEs due to the following (1) a reassignment of one FTE Program Manager I and (2) a decrease in Attrition Savings that increases the FTEs by 0.11.

- **Bureau of Building Repair and Maintenance:** The Bureau of Building Maintenance and Repair increased its FTE count by 4.46 FTEs due to the following: (1) an increase of 0.75 FTEs pertaining to one new position, a Class 7334, Stationary Engineer; (2) an increase of 0.25 FTEs for the continuation of one position approved in the current budget and (3) an increase of 3.46 FTEs from a decrease in Attrition Savings.

- **Bureau of General Administration:** The Bureau of Administration increased its FTE count by 0.24 due to a decrease in Attrition Savings that increases FTEs by 0.24.

- **Bureau of Engineering:** The Bureau of Engineering decreased its FTE count by 0.86 due to the following: (1) a deletion of one FTE Telephone Operator, Class 1706; and (2) a decrease in Attrition Savings that increases FTEs by 0.14.

- **Bureau of Street and Sewer Repair:** The Bureau of Street and Sewer Repair increased its FTE count by 1.33 FTEs due to the following: (1) an increase of 1.00 FTE reassigned from other DPW bureaus and, (2) a reduction in Attrition Savings that increases FTEs by 1.33.

- **Bureau of Street and Environmental Services:** The Bureau of Street and Environmental Services increased its FTE count by 16.19 FTEs due to the following: (1) an increase of 17.50 FTEs Class 7514 General Laborers); and (2) an increase in Attrition Savings that decreases FTEs by 1.31.

- **Bureau of Street Use Management:** The Bureau of Street Use Management increased its FTE count by 1.77 due to the following: (1) an increase of 1.25 FTEs pertaining to the continuation of 5 positions approved in the current budget; and (2) a decrease in Attrition Savings that increase FTE by 0.52.

Department: DPW DEPARTMENT OF PUBLIC WORK (continued)

Special Assistant Positions Recommended for Reclassification

Exempt / Provisional	Count	Old Class	Title	Salary	New Class	Title	Salary
1 exempt 1 provisional	2	1374	Special Assistant XV	186,563	0931	Manager VII	193,997
exempt	1	1377	Special Assistant XVII	116,119	0941	Manager X	120,746
exempt	1	1375	Special Assistant XVI	100,328	0932	Manager V	104,326
exempt	1	1376	Special Assistant XVII	107,976	0933	Manager IX	112,278
exempt	1	1373	Special Assistant XIV	86,652	0923	Manager V	90,105
provisional	1	1375	Special Assistant XVI	100,328	0932	Manager V	104,326
Total	7			697,966			725,778

Remaining Special Assistant Positions

Exempt / Provisional	Count	Class	Title	Salary	Filled / Vacant
exempt	1	1372	Special Assistant to Deputy Director	80,262	filled
exempt	1	1374	New FAMIS Reconciliation Project*	93,281	filled
provisional	1	1377	Director of Communications and Public Affairs	116,119	filled
provisional	1	1377	Special Assistant to the Director of Public Works	116,119	filled
exempt	1	1380	Program Manager of Laguna Honda Hospital	140,322	filled
exempt	1	1371	Coordinator of the Adopt-A-Street Program	75,951	on leave
exempt	1	1371	Coordinator of the Adopt-A-Program (Acting)	backfill for above	
exempt	1	1366	Emergency Planning Coordinator	52,435	filled
provisional	1	1360	Material Testing Assistant	34,113	filled
provisional	1	1366	Public Information Assistant	52,435	filled
provisional	1	1368	Public Information Coordinator	60,708	filled
provisional	1	1376	Emergency Management Coordinator	107,976	filled
Totals	12			929,721	

* Prop. F retiree. Works approximately 8 hrs per week or 417.6 hour annually $18,656 annually.

Department: **DPW DEPARTMENT OF PUBLIC WORK (continued)**

COMMENTS

1. As noted on the first page of this report, the $26,975,185 increase to DPW's 2001-2002 proposed budget are largely due to the following: (1) an increase of approximately $16,145,279 in capital projects; (2) proposed vehicle purchases totaling approximately $2,720,648 for 58 vehicles; (3) an increase in equipment purchases of approximately $1,043,663, (4) an increase of approximately $1,201,000 in services to other departments, (5)$853,000 in salaries due to the annualization of new positions approved in the current budget; (6) an increase of approximately $3,000,000 in mandatory fringe benefits; (7) an increase of approximately $539,000 due to increased vehicle fuel and utility costs; (8) an increase in the materials and supplies budget of approximately $645,242, and (9) an increase of approximately $248,279 due to higher building rental costs for certain bureaus.

2. As noted above, DPW proposes to spend approximately $2,720,648 to purchase 58 new and replacement vehicles. Included in this amount is approximately $2,280,648 to purchase 42 replacement vehicles of various types. The remaining $440,000 would be used to purchase 16 new vehicles adding to DPWs vehicle fleet. Many of the vehicles in DPW's fleet are operating beyond their life expectancy and as a result, DPW has incurred higher vehicle maintenance costs. DPW has indicated that reduced levels of operating efficiency also result from the need to perform constant repair work on the older vehicles. The proposed 58 vehicles represent 28.6 percent of the total of 203 vehicles DPW plans to replace as it implements its vehicle replacement plan. DPW estimates that the total cost of replacing the 203 vehicles would be approximately $12,290,500.

3. While the new vehicles may result in lower maintenance costs, increased efficiency measures resulting from the new vehicles should be documented as the replacement schedule is implemented. DPW's vehicle maintenance costs for the 203 vehicles were $1,007,582 in FY 1997-98; 1,053,103 in FY 1998-99 and $1,144,606 in FY 1999-00. DPW has purchased 41 vehicles in FY 2000-01. The total DPW vehicle maintenance costs for all vehicles in DPWs fleet were $2,669,052 in FY 1997-98, $3,050,741 in FY 1998-99, and $3,161,132 in FY 1999-00. As noted above, the approximate cost of the 42 replacement vehicles would be $2,280,648 of which approximately $846,006 would be a General Fund expenditure.

4. As we noted above DPW proposes to purchase 16 new vehicles and 42 replacement vehicles. Of the 58 vehicles being requested, we are recommending approval of 30

Department: DPW DEPARTMENT OF PUBLIC WORK (continued)

replacement vehicles and four new vehicles for a total amount of 34 vehicles after reviewing vehicle fleet information from DPW. The Budget Analyst is recommending disapproval of 12 replacement vehicles and 12 new vehicles.

SUMMARY OF RECOMMENDATIONS

1. The Budget Analyst recommends the reduction of expenditures totaling $1,813,084 and reserves totaling $220,000 in the DPW's eight Bureaus as summarized below and as detailed on the following pages:

Bureau	Budget Analyst's Recommended Reductions	Budget Analyst's Recommended Reserves
Architecture	$197,468	
Building Repair and Maintenance	371,300	
Construction Management Services	258,932	$170,000
General Administration	71,101	50,000
Engineering	65,073	
Street and Sewer Repair	395,191	
Street Environmental Services	400,619	
Street Use Management	53,400	
Total	$1,813,084	$220,000

2. The recommendations above include General Fund expenditure reductions in the following Bureaus:

Bureaus	Amount
Street Environmental Services	$293,229
Building Repair	79,000
Total General Fund	$372,229

Department: **DPW DEPARTMENT OF PUBLIC WORK (continued)**

3. In addition, our recommendations include reductions to the Gas Tax funded programs which include a General Fund subsidy. These reductions are in the following Bureaus.

Street Environmental Services	$107,390
Street and Sewer Repair, Gas Tax	185,695
Total Gas Tax	$293,085

4. The combined impact of our recommendations to General Fund appropriations ($372,229) and the Gas Tax Fund ($293,085) would reduce General Fund support by a total of $665,314.

5. We are also recommending that DPW report back to the Finance Committee by March of 2002 on the implementation of its vehicle replacement plan, and the deployment of vehicles within the different DPW bureaus. DPW's report to the Board of Supervisors should also explain how vehicle use patterns vary across the different DPW bureaus and programs. This report should also indicate what impact the new and replacement vehicles purchased in the current FY 2000-01 budget have had in curtailing the reducing the annual maintenance and repair costs previously noted. Finally, the DPW should include in its report a list of all of their vehicles, the year purchased, the number of miles and the annual maintenance costs of the vehicles.

6. The Budget Analyst also recommends that the DPW Bureau of Street Environmental Services report back to the Board of Supervisors by March of 2002, as to the results of the effectiveness of the expanded street cleaning program operations as well as other activities that involve both public and private efforts to improve the cleanliness of City streets.

7. As noted on the first page of this report, the Mayor's FY 2001-02 budget for DPW provides an increase of $26,975,185. Our recommended reductions, which total $1,813,084, would still allow an increase of $25,162,101 or 20.0 percent in the Department's budget.

epartment: DPW-Department of Public Works
Bureau of Architecture

age o.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
upport Services (2S PWF OHF)								
17	001	Permanent Salaries				$921,968	$866,753	*
		*The recommended reduction in Permanent Slalries is the total od the following recommendations regarding individual classifications.						
06	001	Attrition Savings	9993M	1.54	1.57	(101,594)	(156,809)	55,215
17	013	Mandatory Fringe Benefits				229,641	215,888	13,753
		Corresponds to reduction in salaries.						
119	060	Equipment Purchases				409,500	281,000	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
119	060	Computers/Clerical & Administrative	PW214	14.00	7.00	70,000	35,000	35,000
119	060	Computers/Analytical Staff	PW215	10.00	5.00	80,000	40,000	40,000
119	060	High Volume Network Printer	PW220	2.00	1.00	24,000	12,000	12,000
119	060	Large Format Color Plotter	PW221	1.00	0.00	15,000	0	15,000
119	060	Mini-Van	PW222R	1.00	0.00	26,500	0	26,500
		Reduce the number of units requested because they were not adequately justified.						
		Total Recommended Reductions Bureau of Architecture						$197,468

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: DPW-Department of Public Works
Bureau of Building Repair

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Maintenance and Operations of Buildings (1G AGF AAA)								
1020	060	Equipment Purchases				229,000	150,000	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
1020	060	Sedan	PW829N	1.00	0.00	17,000	0	17,000
1020	060	Van With Shelves	PW830N	1.00	0.00	27,000	0	27,000
1020	060	Mini Dump Truck	PW832R	1.00	0.00	35,000	0	35,000
		Reduce the number of units due to inadequate justification.						
Support Services (2S PWF OHF)								
619	001	Permanent Salaries				2,604,105	2,470,737	*
		*The recommended reduction in Permanent Slalries is the total od the following recommendations regarding individual classifications.						
996	001	Attrition Savings	9993M	3.12	4.34	(156,809)	(290,177)	133,368
619	013	Mandatory Fringe Benefits				730,887	693,455	37,432
		Corresponds to reduction in salaries.						
1021	060	Equipment Purchases				694,526	573,026	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
1021	060	1 Ton Pick-up Truck	PW329N	3.00	1.00	93,000	31,000	62,000
1021	060	1 Ton Pick-up Truck	PW330R	3.00	2.00	93,000	62,000	31,000
1021	060	Towable Air Compressor	PW334R	1.00	0.00	14,500	0	14,500

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

epartment: DPW-Department of Public Works

Bureau of Building Repair

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
1021	060	Automatic Scrubber	PW336N	1.00	0.00	14,000	0	14,000
		Reduce the number of units due to inadequate justification						
		Total Recommended Reductions						**$371,300**
		Bureau of Building Repair						

Department: DPW-Department of Public Works
Bureau of Construction Management

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
Interdepartmental Services (1G AGFWOF)								
524	001	Permanent Salaries				$8,003,094	$7,901,360	*
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
991	001	Attrition Savings	9993M	0.00	1.50	0	(101,734)	101,7
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
524	013	Mandatory Fringe Benefits				1,782,184	1,759,600	22,5
Support Services (2S PWF OHF)								
594	013	Permanent Salaries-Misc.				$1,323,673	$1,316,642	*
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
992	013	Attrition Savings- Misc.	9993M	1.34	1.45	(85,657)	(92,688)	7,
		Increase Attrition Savings to actual 2000-01 expenditure level adjusted for salary increases.						
594	013	Mandatory Fringe Benefits				339,511	337,712	1,
		Corresponds to reduction in salaries.						
594	021	Travel				11,149	5,865	5
		Reduce the number budgeted trips by leaving funds to cover the cost of five proposed trips. This reflects actual 2000-01 spending pattern.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

partment: DPW-Department of Public Works
Bureau of Construction
Management

ge .	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
4	021	Professional & Specialized Services				307,000	307,000*	
		*Reserve $170,000 for Professional and Specialized Services pending identification of contractor, hours, and hourly rates.						
8	060	Equipment				385,025	264,525	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
8	060	Clerical Workstations	PW721R	17.00	12.00	85,000	60,000	25,000
8	060	Analystical Work Stattions	PW723R	10.00	7.00	80,000	24,000	56,000
8	060	Compact Sedan	VSCL-N	2.00	1.00	46,000	23,000	23,000
8	060	Pick-Up Truck	PW729N	3.00	2.00	49,500	33,000	16,500
		Reduce the number of units and prices per unit which have not been adequately justified.						
		Total Recommended Reductions Bureau of Construction Management						$258,932
		Total Recommended Reserves						$170,000

Department: DPW-Department of Public Works
Bureau of General Administration

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Bureau of Administration (2S PWF OHE)								
896	013	Permanent Salaries-Misc.				$7,811,501	$7,794,639	*
		The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
1013	013	Attrition Savings- Misc.	9993M	4.76	5.00	(334,438)	(317,576)	16,8
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
896	013	Mandatory Fringe Benefits				1,822,481	1,818,547	3,9
		Corresponds to reduction in salaries.						
896	021	Travel				32,539	23,134	9,4
		Reduce travel by $9,405 to reflect 2000-01 budget adjusted by COLA. In 2000-01 total projected travel expenditures are $15,244.						
896	027	Professional and Specialized Services				288,000	288,000	*
		Reserve $50,000 for specialized consultants and training until DPW provides additional information on specific contractor, hours, and hourly rates.						

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: DPW-Department of Public Works
Bureau of General Administration

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
028	060	Equipment Purchase				147,274	106,374	*
		The recommended reduction in equipment is the total of the following specific recommendations.						
028	060	Laptops	PW124	3.00	0.00	18,000	0	18,000
028	060	Imaging Upgrades	PW126	1.00	0.00	22,900	0	22,900
		Reduce the number of units and prices per unit because the units and prices were not adequately justified.						
		Total Recommended Reductions Bureau of General Administration						$ 71,101
		Total Recommended Reserves						$50,000

Department: DPW-Department of Public Works
Bureau of Engineering Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
Bureau Support Services (2S PWF OHF)								
989	013	Permanent Salaries-Misc.				$1,929,811	$1,919,807 *	
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
989	013	Attrition Savings- Misc.	9993M	2.99	3.13	(213,676)	(223,680)	10,(
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
456	013	Mandatory Fringe Benefits				462,999	460,599	2,4
		Corresponds to reduction in salaries.						
1017	060	Equipment Purchase				529,096	476,427	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
1017	060	Misc Software Upgrades	PW436	1.00	0.00	12,000	0	12,(
1017	060	Network Printer	PW444	5.00	3.00	26,500	15,900	10,6
1017	060	Network Color Printer	PW445	2.00	1.00	12,400	6,200	6,2
1017	060	Velocity Transducer System	PW448	1.00	0.00	6,100	0	6,1
1017	060	Project&Document Server	PW450	1.00	0.00	17,769	0	17,7
		Reduce the number of units due to inadequate justification.						
		Total Recommended Reductions Bureau of Engineering Services						$65,(

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

epartment: DPW-Department of Public Works
Bureau of Street and Sewer Repair

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
terdepartmental Services (1G AGF PWF)								
6	013	Permanent Salaries-Misc.				$3,440,374	$3,439,074	*
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
3	013	Attrition Savings- Misc.	9993M	0.94	1.15	(53,026)	(54,326)	1,300
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
6	013	Mandatory Fringe Benefits				989,193	988,819	374
		Corresponds to reduction in salaries.						
reet Repair Program (2S GTF RDF)								
9	001	Permanent Salaries-Misc.				1,703,211	1,660,502	*
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.						
8	001	Attrition Savings	9993M			(84,891)	(127,600)	42,709
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
7	013	Mandatory Fringe Benefits				431,015	420,207	10,808
		Corresponds to reduction in salaries.						

Department: **DPW-Department of Public Works**
Bureau of Street and Sewer Repair

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Saving
1015	060	Equipment Purchases				355,500	235,500	
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
1015	060	6 Wheel Dumper	PW849R	1.00	0.00	120,000	0	120,0
		Deny this request because of inadequate justification. DPW has not yet purchased a similar vehicle approved in the current FY 2000-01 budget.						
Support Services (2S PWF OHF)								
1015	060	Equipment Purchases				453,400	214,400	
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
1015	060	Pick-up Truck 1/2 Ton	PW615R	1.00	0.00	27,000	0	27,0
1015	060	Barricade Truck 1 Ton	PW616R	1.00	0.00	42,000	0	42,0
1015	060	Cribber Truck	PW619R	1.00	0.00	120,000	0	120,0
1015	060	Pick-up Truck 3/4 Ton	PW620R	1.00	0.00	31,000	0	31,0
		Reduce the number of units due to inadequate justification.						
		Total Recommended Reductions Bureau of Street and Sewer Repair						$395,1

Department: DPW-Department of Public Works

Bureau of Street Environmental Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
Street Environmental Services General Fund (1G GF AAA)								
67	013	Permanent Salaries-Misc.				$6,415,898	$6,387,592	*
		*The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications						
006	013	Attrition Savings- Misc.	9993M			199,970	171,664	28,306
		Increase Attrition savings to actual 2000-01 expenditure level adjusted for salary increases.						
67	013	Mandatory Fringe Benefits				1,795,741	1,787,818	7,923
		Corresponds to reduction in salaries.						
025	060	Equipment Purchase				993,006	736,006	*
		*The recommended reduction in equipment is the total of the following specific recommendations.						
125	060	Cargo Van	PW833N	1.00	0.00	27,000	0	27,000
125	060	SES -Pick-Up Truck	PW835N	4.00	0.00	108,000	0	108,000
125	060	Crew Mini Dump	PW841R	1.00	0.00	40,000	0	40,000
125	060	Stake with Lift Gate	PW842R	1.00	0.00	42,000	0	42,000
125	060	Crew Stake Dump	PW843R	1.00	0.00	40,000	0	40,000
		Reduce the number of units because the units were not adequately justified. This will still allow the Department to replace a significant number of older vehicles in their fleet.						

Department: DPW-Department of Public Works

Bureau of Street Environmental Services

Page No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To		Saving
Road Fund Gas Tax (2S GTF GTN)									
888	001	Permanent Salaries *The recommended reduction in Permanent Salaries- Misc. is the total of the following specific recommendations regarding specific individual classifications.				9,697,447	9,618,694	*	
1008	013	Attrition Savings- Misc. Increase Attrition Savings to actual 2000-01 expenditure level adjusted for salary increases.		5.97	7.54	299,465	220,712		78,7
889	013	Mandatory Fringe Benefits Corresponds to reduction in salaries.				2,690,234	2,668,387		21,8
889	040	Materials and Supplies Reduce Materials and Supplies by $6,790 to reflect actual 2000-01 budget adjusted by COLA.				560,170	553,380		6,7
		Total Recommended Reductions **Bureau of Street and Environmental Services**						$	400,6

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

partment: DPW-Department of Public Works
Bureau of Street Use
Management

age No.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
reet Use Management Proram (2S PWF OHF)								
22	060	Equipment				$130,400	$77,000	*
		*The total recommended reduction in equipment is the total of the following specific recommendations.						
022	060	Modular funiture	PW828	1.00	0.00	53,400	0	53,400
		Disapprove equipment which was not adequately justified.						
		Total Recommended Reductions Bureau of Street Use Management						$53,400
		Recommended Reductions for DPW						$ 1,813,084
		Grand Total Reserves for DPW						$220,000

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: **Red - San Francisco Redevelopment Agency (SFRA)**

FINANCIAL DATA:

The SFRA's proposed $162,354,000 budget for FY 2001-02 is $10,635,000 or approximately 6.15 percent, less than the approved FY 2000-01 budget of $172,989,000.

(Dollars in Thousands)

		Approved Budget 2000-01	Proposed Budget FY 2001-02	Proposed Increase (Decrease)
Amount:	Expenditure Budget	$ 172,989	$ 162,353	$ (10,636)
Revenues:	Property Sales	2,175	-	(2,175)
	Rentals/Leases	9,934	10,676	742
	Prior Year Earn./Savings	11,404	4,939	(6,465)
	Developer Contribution	8,844	6,202	(2,642)
	Grants	12,021	8,140	(3,881)
	Other	5,687	5,430	(257)
	Bond Proceeds	43,209	30,287	(12,922)
	Tax Increment (for O/S Obligation)	27,282	33,879	6,597
	Total Revenues:	$ 120,556	$ 99,553	$ (21,003)
Expenditures:	**Project Areas / Programs**			
	Legal	$ 1,202	$ 1,182	$ (20)
	Studies & Misc. Items(1)	1,254	1,460	206
	Planning	1,218	1,502	284
	Acquisition	215	-	(215)
	Public Improvements	72,032	40,022	(32,010)
	Arch./Eng.Design & Review	689	905	216
	Relocation	200	400	200
	Property Maintenance	7,348	8,110	762
	Housing Production & Assist.	42,762	52,424	9,662
	Job Training/Assist.	1,150	1,280	130
	Business Dev/Revitalization	945	3,584	2,639
	Other	1,756	2,206	450
	Pass-Through Obligations	1,988	4,875	2,887
	Debt Service	27,319	30,468	3,149
	Subtotal - Project Areas / Programs	$ 160,078	$ 148,418	$ (11,660)
	Personnel / Administration			
	Personnel Costs	$ 9,945	$ 10,794	$ 849
	Administrative Costs	2,966	3,142	176
	Subtotal - Personnel / Admin.	$ 12,911	$ 13,936	$ 1,025
	Total Expenditures	$ 172,989	$ 162,354	$ (10,635)
	Total Revenues	120,556	99,553	(21,003)
	Surplus (Deficit)	$ (52,433)	$ (62,801)	$ (10,368)
Debt Financing:	Tax Increment (pay-as-you-go)	$ 8,495	$ 10,616	$ 2,121
	General Fund	-	315	315
	Bond Proceeds	43,938	51,870	7,932
	Total Deficit Financing	$ 52,433	$ 62,801	$ 10,368
Tax Increment:	Net SFRA Tax Increment Request	$ 34,388	$ 41,715	$ 7,327
	Total General Fund Impact	$ 23,515	$ 29,237	$ 5,722
FTEs:	Permanent Staff	112.50	113.50	1.00

Department: **Red - San Francisco Redevelopment Agency (SFRA)**

A description of Redevelopment Survey Areas, Project Areas, Programs and their respective FY 2001-02 activities and goals are as follows:

REDEVELOPMENT SURVEY AREAS

Bayview Hunters Point Survey Area $1,289,000

The Bayview Hunters Point Survey Area is located in the southeast corner of San Francisco. This portion of San Francisco was designated as a survey area by the Board of Supervisors on January 3, 1995. The survey area phase is the first official step towards designating a redevelopment project. Bayview Hunters Point is bounded by Cesar Chavez Blvd. on the north, the James Lick Freeway on the west, the San Francisco Bay and the Hunters Point Shipyard to the east and the San Francisco county line on the south. This area is approximately 2,528 acres and has an estimated population of 25,000.

Transbay Survey Area $667,000

The Transbay Survey Area is approximately 180 acres generally bounded by Market Street on the north, the Bay Bridge on the south, Spear Street on the east and New Montgomery Street on the west. The area is currently characterized by office and service commercial development with a significant amount of land dedicated to transportation services and surface parking.

Mid-Market Survey Area $953,000

In December 1995, the Board of Supervisors declared a Mid-Market Survey Area extending from 4th Street to Octavia Street along Market Street. The purpose of the Survey Area was to determine whether or not the adoption of a Mid-Market Redevelopment Project Area would be appropriate. A Project Area Committee was elected and meets regularly to recommend on proposed and existing activities in the Survey Area. After several public meetings and community workshops, staff and consultants developed the Mid-Market Concept Plan (published in July 1998), that promotes general goals, programs and land use concepts to assist in the revitalization of the area.

Department: Red - San Francisco Redevelopment Agency (SFRA)

REDEVELOPMENT PROJECT AREAS

Yerba Buena Center	$17,809,000
Yerba Buena Art Center and Garden Operation	$7,345,000

Yerba Buena Center is an 87-acre area that formerly consisted of dilapidated hotels, commercial and industrial buildings, and open parking lots. The project is located adjacent to San Francisco's downtown office and retail districts and extends from Market Street on the north to Harrison Street on the south, and from Second Street on the east to the west property line along Fourth Street.

Rincon Point-South Beach	**$10,771,000**
South Beach Harbor	**$2,985,000**

Rincon Point-South Beach is a 115-acre redevelopment project composed of two non-contiguous geographic areas. The project is located along San Francisco's northeastern waterfront in an area formerly characterized by open cargo storage, a considerable number of substandard and deteriorated structures, several piers in unsound condition and an extensive network of underutilized street rights-of-way.

Western Addition A-2	**$10,163,000**

The program for the Western Addition, A-2 Redevelopment Project, executed in May 1966, provided for development of 5,586 new housing units, the rehabilitation of 3,965 housing units, the revitalization of the Nihonmachi and Fillmore business districts, and the construction of new commercial and public buildings community cultural and recreational facilities and installation of infrastructure and public improvements.

Hunters Point	**$2,425,000**

The Hunters Point Redevelopment Area is a residential community with supporting educational and recreational uses. New infrastructure system and street patterns were the significant beginnings of what is now a vibrant residential community.

India Basin Industrial Park	**$451,000**

Prior to redevelopment, India Basin Industrial Park consisted of 25 acres of auto wrecking yards, 7 acres of vacant land, 35 acres of unimproved streets and the remnants of old Butchertown (the meatpacking businesses operating in obsolete buildings). As meat-packers were forced from San Francisco by technological change or to comply with Department of Agriculture regulations, their place was taken primarily by auto wreckers.

Department: Red - San Francisco Redevelopment Agency (SFRA)

South of Market $10,069,000

The South of Market Earthquake Recovery Redevelopment Project Plan was adopted in June 1990. The 63.4 acre Project Area is focused on Sixth Street and generally bounded by Stevenson, Harrison, Fifth and Seventh Streets. The initial purpose of the Project was to remedy the effects of the October 17, 1989 earthquake, which resulted in considerable loss of housing, displacement of businesses and damage to the physical infrastructure of the area.

Hunters Point Shipyard Redevelopment Area $4,576,000

The Hunters Point Shipyard is a major waterfront facility located in southeast San Francisco and encompasses 500 acres, of which less than a third of the existing building space is actively used today by general industrial activities, including shipyard repair and artists studios. Owned by the U.S. Navy since 1939 and closed in 1974, the Shipyard was leased to Triple A Shipyards in 1976 who maintained the Shipyard and leased unused buildings to artists and small businesses. In 1991, under the Federal Base Realignment and Closure Commission, the Hunters Point Shipyard was declared surplus and closed. A Concept Plan was developed with the Mayor's Hunters Point Shipyard Citizens Advisory Committee and endorsed by the Redevelopment and Planning Commission and the Board of Supervisors in March 1995. The Redevelopment Plan was adopted in July 1997. At full build out, the Shipyard is anticipated to provide up to 8,000 jobs and will be a mixed-use development which will include new industrial and business park development, housing and retail uses, space for cultural uses, such as museums and galleries, active recreation areas, and a considerable amount of shoreline accessible to the public.

Federal Office Building (GSA Site 2) $64,000

In 1988, the City and the Federal government agreed in principal that the Federal General Services Administration (GSA) would construct a new Federal office building in San Francisco, to consolidate agencies that currently occupy leased quarters. The new Federal building will accommodate 2,500 employees in an anticipated gross building area of 675,000 square feet. To facilitate this major undertaking, the City agreed to donate a building site at no cost to the Federal government.

A site at 7th and Mission Streets, formerly occupied by the Greyhound Bus Terminal, was identified by the City and GSA as suitable for the project. The Redevelopment and Planning Commissions certified an EIR for the project on May 8, 1997. On October 14, 1997, the Board of Supervisors adopted ordinances approving the Federal Office Building Redevelopment Plan, and amending the Golden Gateway and South of Market Redevelopment Plans to create a three-way fiscal merger to fund the acquisition of the Federal office building site. On March 31, 1999, the SFRA acquired the privately owned portions of the site. The City completed conveyance of the site to the Federal government in FY 2000-01.

Department: Red - San Francisco Redevelopment Agency (SFRA)

Golden Gateway **$11,370,000**

Implementation of the 51 acre Golden Gateway Redevelopment Project begun in the early 1960s and has generated 1,400 new housing units, an 840 room hotel, approximately 3,500,000 sq. ft. of office/commercial space and some 12 acres in public parks and open space. Currently the Project Area generates approximately $12 million annually in new property taxes as well as significant annual sales, payroll, hotel and parking taxes. Since 1980 the Project has generated approximately $100 million in new property tax revenue for the City and County of San Francisco.

Mission Bay North **$5,826,000**
Mission Bay South **$31,980,000**

The Mission Bay development is divided into two redevelopment project areas, totaling 303 acres. Mission Bay North consists of approximately 65 acres of land bounded by Third Street, Townsend Street, Mission Creek, and Seventh Street, adjacent to the Pacific Bell Ballpark and the Caltrain terminal. Mission Bay South includes approximately 238 acres of land south of Mission Creek, bounded by the 280 Freeway, Terry Francois Boulevard, and Mariposa Street. Catellus Development Corporation is the owner of all of the privately held land in Mission Bay North, and of all but two developable parcels in Mission Bay South. The SFRA has entered into an Owner Participation Agreement with Catellus to provide for development of the Mission Bay North and Mission Bay South Project Areas.

REDEVELOPMENT PROGRAMS

Citywide Housing and HOPWA Programs **$41,385,000**

The SFRA's role in housing includes financing the production of new housing and the preservation of existing housing through the Citywide Tax Increment Housing Program. More specifically, the SFRA housing activities include authorizing and administering development agreements for market-rate and affordable housing sites within established redevelopment project areas, developing residential land use plans for military base re-use (e.g. Hunters Point Naval Shipyard), making grants to increase the capacity of resident organizations. SFRA's Preservation Program activities include: (1) providing funding to mitigate the impact of expiring Section 8 housing projects, (2) conducting outreach and education about the changes in the Section 8 program, and (3) advocating for greater tenant protections and other related legislative policies. Additionally, SFRA administers the federal Housing Opportunities for Persons with AIDS (HOPWA) program.

Department: Red - San Francisco Redevelopment Agency (SFRA)

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

As previously noted, the SFRA administers the federal Housing Opportunities for Persons with AIDS (HOPWA) program for San Francisco and acts as the HOPWA fiscal agent for the Counties of San Mateo and Marin as well. In FY 2000-01, the SFRA administered approximately $7.2 million in HOPWA funding. In FY 2001-02, HOPWA funding is expected to be approximately $8.5 million. The SFRA works closely with the Department of Public Health AIDS Office and the Mayor's HIV/AIDS Health Services Planning Council in establishing priorities for the program.

GENERAL CITYWIDE TAX INCREMENT HOUSING PROGRAM

Each year, after budgeting for the Preservation and HOPWA programs, the SFRA makes available a certain amount of funds to be used to assist general citywide housing developments. The amount of funds available is determined in part by the amount of outstanding tax increment loans repaid and on the extent to which new tax-exempt or taxable bonds are issued.

REDEVELOPMENT PROJECT AREAS

Substantial staff time has been devoted to overseeing affordable and market-rate housing development within redevelopment project areas.

Economic Development $1,598,000

The SFRA's economic development programs, focused on Redevelopment Project and Survey Areas, are organized into three major categories: economic development, neighborhood economic development and business development.

Central Relocation Services $630,000

Central Relocation Services (CRS) provides the City and County of San Francisco with a single source for assuring compliance with Federal and State relocation directives and regulations issued pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the California Administrative Code.

COMMENTS:

1. As noted on the first page of this report, the recommended total budget for FY 2001-02 of $162,354,000 is $10,636,000 less than the approved FY 2000-01 budget of $172,989,000. The survey, project and program totals identified above total $162,356,000 due to a rounding of total amounts. Additionally, SFRA is requesting $315,000 in General Fund support in their FY 2001-02 budget for the Mid-Market Project area.

Department: **Red - San Francisco Redevelopment Agency (SFRA)**

2. As noted on the first page of this report, the net tax increment request (i.e., net of AB 1290 Pass-Throughs to the City) will be $41,715,000 for FY 2001-02. The net tax increment request (i.e., net of AB 1290 Pass-Throughs to the City) approved for FY 2000-01 was $34,388,000. The FY 2001-02 budget is a $7,327,000 or 21.3 percent increase over the FY 2000-01 budget.

3. As noted on the first page of this report, the SFRA proposes to expend $30,468,000 during FY 2001-02 on bond debt service. This represents an increase of $3,149,000 or 11.5 percent from the $27,319,000 approved in the FY 2000-01 budget.

4. In addition the SFRA is requesting bond financing (Resolution in File No. 01-1060) not to exceed $60.0 million that will fund additional project costs. The Bond financing request would be used as follows:

Description	Amount
	Dollars in thousands
Bond proceeds for SFRA Work Program Activities	$51,870
Original Issue Discount	300
Underwriters Discount	600
Reserve Fund	6,000
Contingency (possible rise in interest rates between now and the time the bonds are sold)	465
Cost of Issuance (includes financial advisor, bond counsel, printing, trustee, rating agencies and other miscellaneous expenses)	225
Bond Insurance	540
Total	$60,000

Survey Areas, Project Areas & Program Budgets

5. For the three Survey Areas discussed on the second page of this report, the SFRA's proposed budget for FY 2001-02 of $2,909,000 is $916,000 less than the approved FY 2000-01 budget of $3,825,000. Current Project Survey Areas are summarized as follows:

(Dollars in Thousands)

~~Project Survey Areas~~	Approved Budget 2000-01	Proposed Budget FY 2001-02	Proposed Increase (Decrease)
Bayview Hunters Point (formerly known as as South Bayshore)	$ 3,300	$ 1,289	$ (2,011)
Mid Market	525	953	428
Transbay Terminal	-	667	667
Total	$ 3,825	$ 2,909	$ (916)

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department: **Red - San Francisco Redevelopment Agency (SFRA)**

6. As shown in the table below, for the 16 existing Project Areas and Programs, the SFRA's proposed budget for FY 2001-02 of $159,447,000, is $9,235,000 less than the approved budget of $168,682,000 for FY 2000-01. Changes to individual projects and programs are as follows:

(Dollars in Thousands)

Existing Project Area & Programs	Approved Budget 2000-01	Proposed Budget FY 2001-02	Proposed Increase (Decrease)
Mission Bay South	$ 31,685	$ 31,980	$ 295
Mission Bay North	18,815	5,826	(12,989)
Rincon Point - South Beach	14,668	10,771	(3,897)
Citywide Housing and HOPWA	26,869	41,385	14,516
Golden Gateway	8,159	11,370	3,211
South of Market	11,998	10,069	(1,929)
Western Addition, A2	14,634	10,163	(4,471)
South Beach Harbor	3,057	2,985	(72)
Yerba Buena Gardens & Center for the Arts	6,470	7,345	875
India Basin	700	451	(249)
Hunters Point	551	2,425	1,874
Central Relocation Services	610	630	20
Economic Development	1,465	1,598	133
Hunters Point Shipyard	3,234	4,576	1,342
Federal Office Building (GSA Site)	381	64	(317)
Yerba Bunea Center	25,386	17,809	(7,577)
Total	$ 168,682	$ 159,447	$ (9,235)

7. According to the SFRA, the project areas such as Mission Bay North & South and Hunters Point Shipyard will not be completed until 2020. These project areas will require continuing financial assistance throughout their life.

8. According to the SFRA, the South of Market Plan expires in 2010 and will need financial assistance in the form of tax increment throughout the life of the Plan. Additionally, SFRA notes that their ability to finance improvements with tax increment in Hunters Point, India Basin, Rincon Point-South Beach, Yerba Buena Center, and Western Addition A2 project areas ceases January 1, 2004 while land use authority over these sites remain with the SFRA

for another five years. SFRA's financing activities within the six project areas listed will be limited to financing low and moderate-income housing projects.

9. Based on data provided by the SFRA, the following table provides an overview of existing redevelopment project areas including the respective redevelopment plan adoption dates and legally mandated plan deadlines. In addition, SFRA has reported on estimates of redevelopment work completed to date for each of the respective project areas.

		Plan Limits Termination Dates			
Project Area	Plan Adoption Date	Establishing Debt(1)	Plan Expiration	Repayment of Debt (2)	% Redeveloped/ Completed
Rincon Point-South Beach	01/05/81	01/01/04	01/05/21	01/05/31	87%
Western Addition, A2	10/13/64	01/01/04	01/01/09	01/01/19	87%
Yerba Buena Center	04/25/66	01/01/04	01/01/09	01/01/19	88%
Hunters Point	01/20/69	01/01/04	01/20/09	01/01/19	92%
India basin	01/20/69	01/01/04	01/20/09	01/01/19	94%
South of Market	06/11/90	06/11/10	06/11/10	06/11/20	47%
Golden Gateway	05/25/59	01/01/04	01/01/09	01/01/19	100%
Federal Office Building	10/14/97	12/15/16	10/14/17	12/15/41	92%
Mission Bay North	10/26/98	10/26/18	10/26/18	10/26/43	4%
Mission Bay South	11/02/98	11/02/18	11/02/18	11/02/43	4%
Hunters Point Shipyard	07/14/97	07/14/17	07/14/17	11/02/42	4%

10. SFRA hopes to alleviate the shortage of affordable housing, by increasing the amount of funding available to develop affordable housing units. The total $52,424,000 FY 2001-02 SFRA's Budget for Housing Production & Assistance is $9,662,000 more than the FY 2000-01 budget of $42,762,000. The $52,424,000 requested for FY 2001-02 includes $41,385,000 to Citywide Housing, of which $18,100,000 is for housing preservation, $8,100,000 in HOPWA funds, $4,000,000 for Mission Bay North housing, $3,000,000 to housing development in Bayview, $2,600,000 for other city projects and $6,500,000 for land parcels know as the "freeway sites". These parcels are presently owned by CalTrans, but according to SFRA will be transferred to the City at no cost. The "freeway sites" are bounded by the following four City streets, Turk Street to the North, Market Street on the South, and Octavia and Franklin Streets forming the eastern and western boundaries.

Department: Red - San Francisco Redevelopment Agency (SFRA)

Personnel & Administrative Budget

11. As noted on the first page of this report, the SFRA has a net increase of 1.0 FTE in permanent position in the FY 2001-02 budget from 112.5 to 113.5. According to the SFRA, this increase is the result of a new 1 FTE Construction Coordinator in the SFRA's Housing Program to monitor the construction of low and moderate-income housing development projects. The Construction Coordinator will administer construction contracts, prepare and record project work orders and oversee project payment requests.

12. According to the SFRA, existing staff has also been reassigned to the housing program as part of a realignment of staff to meet the needs of the housing program for the coming year.

Recommendations

1. Amend the SFRA's proposed FY 2001-02 budget in accordance with the Budget Analyst's recommended reductions of $558,079 on the following page.

2. Approve the SFRA budget as amended and approve the issuance of SFRA bonds not to exceed $60,000,000 (File 01-1060).

RECOMMENDATIONS OF THE BUDGET ANALYST FOR
AMENDMENT OF BUDGET ITEMS
2001-02

Department: Red - San Francisco Redevelopment Agency

Page No.	Object	Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savin
Administrative Budget					$3,141,963	$3,083,781	*
	*Reduce to the Adminstrative Budget by the following specific recommendations.						
	Consultant Services				320,000	275,010	44,9
	Dues & Subscriptions				56,125	49,891	6,2
	Office Supplies				111,430	104,472	6,9
	Reduce to actual FY 2000-01 budget level adjusted by a cost of living factor of 3.0 percent.						
Project Area / Program Budget							
	Art Center & Garden Operations				7,345,000	7,260,000	*
	* The recommended reduction to the Art Center & Garden Project Area budget is the total of the following specific project costs.						
	Studies & Miscellaneous Items				85,000	0	85,0
	Reduce budget level to $0 for FY 2001-02. The $100,000 budgeted in the current budget year has not been expended. Moreover, this project area is already estimated to be 85% complete in its redevelopment according to the SFRA.						
	Mid Market				953,000	753,000	*
	* The recommended reduction to the Mid Market Project Area budget is the total of the following specific project. costs.						
	Studies & Miscellaneous Items				175,000	75,000	100,0
	Reduce budget level for Studies & Miscelaneous Items because the Department has not sufficiently justified the proposed use of the full amount of General Fund supported expenditure requested.						

partment: Red - San Francisco Redevelopment Agency

ge o.	Object		Position/ Equipment Number	Number From	Number To	Amount From	Amount To	Savings
		Business Development Reduce budget level for Studies & Miscelaneous Items because the Department has not sufficiently justified proposed use of the full amount of General Fund supported expenditure requested.				150,000	50,000	100,000
		Rincon Point - South Beach * The recommended reduction to the Rincon Point - South Beach Project Area budget is the total of the following specific project costs.				10,771,000	10,646,000	*
		Studies & Miscellaneous Items Reduce to zero in FY 2001-02. According to the Department, this project area is already estimated to be 87% complete in its redevelopment. In FY 2000-01, $75,000 was budgeted.				125,000	0	125,000
		South Beach Harbor * The recommended reduction to the South Beach Harbor work program budget is the total of the following specific project costs.				2,985,000	2,895,103	*
		Property Management Reduce to $690,103 to reflect actual FY 2000-01 budget adjusted by a cost of living fact of 3.0 percent for FY 2001-02.				780,000	690,103	89,897
		Total Recommended Reductions						558,079

Department: CAP - CAPITAL AND FACILITY MAINTENANCE PROJECTS

Financial Data:s

The FY 2001-2002 total City Capital and Facility Maintenance Projects proposed $629,596,000 budget is $313,651,356 or 99.3 percent more than the original FY 2000-01 budget of $315,944,644 as detailed in the table below.

2001-02 Mayor's Recommended Budget - Capital Projects and Facilities Maintenance

Department	2000-01 Orginial	2000-01 Revised	2001-02 Mayor's Recommended	Increase / Decrease from Original
Administrative Services	$ 2,350,000	$ 2,314,000	$ 39,035,000	$ 36,685,000
Admin Services - Consumer Assurance	-	-	115,000	115,000
Airport	9,559,132	6,397,176	67,600,000	58,040,868
Admin Services - Animal Care & Control	10,000	10,000	10,000	-
Art Commission	144,600	189,450	310,000	165,400
City Attorney	-	148,000	-	-
Admin Services - Convention Facilities	14,965,000	14,965,000	29,556,424	14,591,424
City Planning	1,042,167	1,042,167	-	(1,042,167)
Trial Courts	751,000	751,000	56,000	(695,000)
Clean Water	22,000,100	18,752,839	34,650,000	12,649,900
Department of Building Inspection	2,368,367	2,368,367	-	(2,368,367)
Municipal Transportation Agency	2,375,000	3,732,500	400,000	(1,975,000)
Department of Public Works	6,234,262	14,620,855	22,379,541	16,145,279
Human Services	730,796	730,796	578,043	(152,753)
Emergency Communications	734,525	734,525	-	(734,525)
Business & Economic Development	7,000,000	7,000,000	-	(7,000,000)
Fine Arts Museum	75,000	75,000	50,000	(25,000)
Fire Department	5,157,736	4,903,736	2,184,816	(2,972,920)
Community Health Network	10,885,187	10,963,143	37,950,297	27,065,110
Hetch Hetchy	19,160,000	15,797,409	38,155,000	18,995,000
Public Health	100,000	100,000	120,000	20,000
Juvenile Probation	5,650,094	5,039,374	7,330,000	1,679,906
Public Library	990,000	771,235	24,289,370	23,299,370
Mayor	5,146,512	5,146,512	5,967,397	820,885
Police	110,000	(383,773)	110,000	-
PORT	8,069,652	1,465,370	32,962,342	24,892,690
Parking & Traffic	7,286,423	7,367,906	2,775,287	(4,511,136)
Public Utilities Commission	-	80,204,134	-	-
Recreation & Park	45,680,892	45,162,436	55,492,033	9,811,141
Elections	-	(540,556)	-	-
Academy of Sciences	100,000	100,000	155,000	55,000
Sheriff	3,626,999	3,501,499	550,000	(3,076,999)
Telecommunication & Information Svcs.	1,000,000	1,034,922	1,347,000	347,000
War Memorial	1,560,500	2,078,151	1,800,000	239,500
Water Department	131,080,700	50,156,767	223,667,450	92,586,750
	$ 315,944,644	$ 306,699,940	$ 629,596,000	$ 313,651,356

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department/Division: **CAP - CAPITAL AND FACILITY MAINTENANCE PROJECTS**

Description:

1. The Capital Improvement Advisory Committee (CIAC) prioritized funding requests from the departments into the following categories:

101	Continuing Projects
102	Security, Life-Safety and Health
103	Exterior Preservation-Cost Avoidance
104	Property Protection-Cost Avoidance
105	Mechanical/Electrical-Cost Avoidance
106	Preservation of Interiors-Cost Avoidance
107	Preservation of Structures
108	Improvement of Building Systems/Components
109	Improvement of Working Conditions
110	Maintenance/Improvement of Facilities Appearance
111	New Facilities

2. Overall, the total proposed Capital budget of $313,651,356 is made up of major increases in facilities maintenance and capital projects include due to bond funded projects, including increases of $36.7 million for Administrative Services for the acquisition of the 30 Van Ness building, $58.0 million in Airport bond funded projects, $12.6 million in Clean Water projects, $16.15 million in DPW Capital appropriations, an increase of $27.0 million in the Community Health Network for the Laguna Honda Replacement Project, funded from Tobacco Settlement Funds, $19.0 million in Hetch Hetchy from bond proceeds, $92.6 million in the Water Department from bond proceeds, $23.3 million for bond funded Library projects and $9.8 million for Recreation and Park bond funded projects.

3. The FY 2001-2002 total General Fund Capital and Facility Maintenance Projects proposed $42,052,687 budget is $11,229,292 or 36.4 percent more than the original FY 2000-01 budget of $30,823,395 as detailed in the table on the following page.

RECOMMENDATIONS OF THE BUDGET ANALYST FOR AMENDMENT OF BUDGET ITEMS 2001-02

Department/Division: CAP - CAPITAL AND FACILITY MAINTENANCE PROJECTS

General Fund Departments – Capital and Facility Maintenance Budget Comparison

Department Name	2000-01 Orginial	2000-01 Revised	2001-02 Mayor's Recommended	Increase / Decrease from Original
Administrative Services	$ 2,350,000	$ 2,314,000	$ 3,300,000	$ 950,000
Admin Services - Consumer Assurance	-	-	115,000	115,000
Admin Services - Animal Care & Control	10,000	10,000	10,000	-
Art Commission	144,600	144,600	310,000	165,400
Admin Services - Convention Facilities	50,000	50,000	500,000	450,000
City Planning	1,042,167	1,042,167	-	(1,042,167)
Trial Courts	36,000	36,000	56,000	20,000
Department of Public Works	4,150,837	4,748,701	14,306,541	10,155,704
Human Services	397,322	397,322	578,043	180,721
Emergency Communications	734,525	734,525	-	(734,525)
Business & Economic Development	7,000,000	7,000,000	-	(7,000,000)
Fine Arts Museum	75,000	75,000	50,000	(25,000)
Fire Department	1,232,016	978,016	2,184,816	952,800
Community Health Network	904,000	894,000	5,275,000	4,371,000
Public Health	100,000	100,000	120,000	20,000
Juvenile Probation	5,650,094	5,039,374	7,330,000	1,679,906
Police	110,000	(383,475)	110,000	-
Parking & Traffic	511,240	507,376	2,505,287	1,994,047
Recreation & Park	3,300,000	2,998,093	3,250,000	(50,000)
Elections	-	(540,556)	-	-
Academy of Sciences	100,000	100,000	155,000	55,000
Sheriff	1,925,594	1,800,094	550,000	(1,375,594)
Telecommunication & Information Svcs.	1,000,000	1,000,000	1,347,000	347,000
Total	$ 30,823,395	$ 29,045,237	$ 42,052,687	$ 11,229,292

Recommendations:

None.

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